



**SAINIK SCHOOL GOPALGANJ
AT HATHWA PO HATHWA, DIST GOPALGANJ, BIHAR 841436**

E-TENDER DOCUMENT

ANNUAL CONTRACT FOR CATERING SERVICES

Ref No: SSGJ/2001/1/CS/QM

DATED 23 Oct 18

Tele: 06150-231681

Web Site : www.ssgopalganj.in

E-Mail : ssgopalganj@rediffmail.com



Sainik School Gopalganj

PO :- Hathwa

Distt: Gopalganj (Bihar)

Pin – 841 436

INVITATION OF BIDS FOR CATERING SERVICES
FOR SAINIK SCHOOL GOPALGANJ, BIHAR
(Request for proposal (RFP) No23 Oct 2018

1. Online bids are hereby invited under Two Bids system ie Technical Bid and Financial Bid from reputed, experience and financially sound Companies, Firms, Suppliers, Agencies for awards of Annual Rate contract for Catering services as listed in Part II of this RFP to Sainik School Gopalganj, Bihar.
2. The bid will be accepted through e-tender only and intending bidder must be registered with Tenderwizard portal i.e.:- <http://www.tenderwizard.com/SNS>.
3. The address and contact numbers for seeking clarifications regarding this TENDER FORM are given below:-

- | | | | |
|-----|--|---|--|
| (a) | Bid Submission website Address | : | http://tenderwizard.com/SNS |
| (b) | Bids/queries to be addressed to | : | The Principal
Sainik School Gopalganj
PO: Hathwa
District: Gopalganj (Bihar)
Pin- 841 436 |
| (c) | Postal address for correspondence | : | Same as Para 1(a) above |
| (d) | Name/designation of the contact person | : | Administrative Officer
Sainik School Gopalganj
PO : Hathwa
Dist: Gopalganj (Bihar)
Pin - 841 436 |
| (e) | Telephone number of the contact person | : | 06150-231681/232446 |
| (f) | E-mail id | : | ssgopalganj@rediffmail.com /
ss-gopalganj-bih@nic.in |
| (g) | Online Registration & submission queries | : | twhelpdesk315@gmail.com
twhelpdesk562@gmail.com |

4. This RFP is divided into following five Parts:-
- Part I** – Contains General Information and Instructions for the bidders about the RFP such as the time, date for submission and opening of tender bids, validity period of tenders, etc.
 - Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR). Technical specification , Delivery period, mode of delivery & consignee details
 - Part III** - Contains Standard Conditions applicable to this RFP, which will form part of the contract with the successful Contractor.
 - Part IV** - Contains Special Conditions applicable to this TENDER FORM and which will also form part of the contract with the successful Contractor.
 - Part V**- Contains Evaluation Criteria and Format for Price Bids.

Note:- This TENDER FORM is being issued with no financial commitment and the Principal, Sainik School Gopalganj reserves the right to change and vary any part thereof at any stage. Principal, Sainik School Gopalganj also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I-GENEREAL INFORMATION AND INSTRUCTIONS

5. The important dates pertaining to the contract/tender are given below:-

Ser No	Particulars	Date and Time	Source (Venue)
(a)	Starting Date for Issue of Tender Form	24 Oct 2018	Tender Wizard website: https://www.tenderwizard.com/SNS
(b)	Pre-Bid Meeting	20 Nov 2018 at 1000 hrs	Sainik School Gopalganj, At Hathwa, PO Hathwa, Dist Gopalganj
(c)	Last Date for Submission of Tender Bids	24 Nov 2017 up to 1730 hrs	Online
(d)	Date of Opening of Technical Bids	26 Nov 2018 At 1000 hrs	Online
(e)	Date of Opening of Financial Bids (of only the technically acceptable offers)	27 Nov 2018 At 1000 hrs	Online

INSTRUCTION FOR ONLINE BIDDERS FOR BID SUBMISSION

Instructions for Online Bid Submission:

6. The bidders are required to submit soft copies of their bids electronically on the Tenderwizard Portal, using valid Class III Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tenderwizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the tenderwizard Portal.

7. More information useful for submitting online bids on the Tenderwizard Portal may be obtained at: <https://tenderwizard.com/SNS>

REGISTRATION

8. Bidders are required to enroll on the e-Procurement module of the Tenderwizard Portal (URL: <https://www.tenderwizard.com/SNS>) by clicking on the link “Vendor Registration” on the tenderwizard Portal which is as chargeable.

9. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
10. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the tenderwizard Portal.
11. Upon Registration, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
12. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
13. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

14. There are various search options built in the Tenderwizard Portal, to facilitate bidders to search tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the tenderwizard Portal.

PREPARATION OF BIDS

15. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
16. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
17. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS

18. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
20. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
21. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
22. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable, No other cells should be changed. Once the details have been

completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

23. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

24. Upon the successful and timely submission of bids in the portal, the portal will give a successful bid control no. Submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

25. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

26. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

27. Any queries relating to the process of online bid submission or queries relating to tenderwizard Portal in general may be directed to the Portal Helpdesk.

28. **Submission of Bids.** Bids should be submitted by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank details (account number, IFSC/MICR code and address) for Electronic Fund Transfer, etc and complete postal & e-mail address of their office.

29. **Rejection of Bids.** Canvassing by the Contractors in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit (EMD). Conditional tenders will be rejected.

30. **Validity of Bids.** The Bids should remain valid for 90 days from the date of submission of bids.

31. **Pre Bid Meeting:** A pre-bid meeting would be held on **20 Nov 2018 at 1000 Hrs.** The tenderers who require any clarifications of the tender documents may attend the meeting.

32. **Earnest Money Deposit:** The tenderers have to deposit a sum of amount **Rs 4,00,000/- (Rupees Four Lakhs only)** in the form of Demand Draft in favour of The Principal, Sainik School Gopalganj payable at SBI Narainia (Bank Code No. 9212). EMD of the unsuccessful Contractors will be returned to them without any interest at the earliest or before the 30th day after the award of the contract.

33. EMD is not required to be submitted by those Contractors who are registered with DGS&D, National Small Scale Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the Contractor withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender.

34. Tender Processing fee 0.1 % of Estimated Cost with Minimum Rs. 750/- and Maximum Rs. 7,500/- plus GST As applicable

35. **Security Deposit.** The successful Contractor has to deposit a sum of **Rs 15,00,000/- (Rupees Fifteen Lakhs Only)** as a Security Money within 30 days from the date of award of the contract. Non timely deposit of security money may lead to forfeiture of earnest money deposit and cancellation of contract.

36. Earnest Money deposited by the successful contractor will be adjusted towards the security deposit. The contractor has to deposit the balance amount towards security money within 30 days from the date of award of the contract. The security deposit will be released without any interest after successful completion of the contract.

37. Tax will be deducted at the time of payment as per defined/eligible tax rates and authority will give proper document of depositing the amount to the contractor.

38. It is desirable that the rates quoted should be both in words and figures. The rates quoted in the tender should be inclusive of all freight, royalty, taxes and other incidental charges (i.e. F.O.R. School campus).

39. Every page of the tender should be signed (full signature) and rubber stamped by the tenderer. It should also be signed wherever there is overwriting and cutting.

40. The tenderers shall be solely responsible for any damages or loss in public property due to negligence of their labourers or other staff and the damage shall be made good at their own cost.

41. All supplies/services will be according to specifications as per tender paper or subject to approval by the Principal, Sainik School Gopalganj .

42. All the Appendices of the tender form will be completed neatly in English language only; If Appendices along with the tender form are found incomplete, the tender will not be considered.

43. Tenderers are requested to quote their rates only in the schedule of items given by the school. The rates quoted on the individual firm's letter head or any other paper than schedule of items will not be considered.

PART II-ESSENTIAL DETAILS OF ITEMS REQUIRED

44. Schedule of Requirement: - **“Services of Catering (Cadets Mess) for period of ONE YEAR.”** A copy of the Schedule is given at Appendix 'B'.

45. **Period.** Delivery period for catering services would be on daily basis for a total period one year from the date of agreement which may be extended by 3 months at the discretion of Sainik School Gopalganj. The Contract can be cancelled unilaterally by the **Principal, Sainik School Gopalganj** in case services are not satisfactory and are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the **Principal, Sainik School Gopalganj**, with applicability of Late Delivery (LD) clause.

46. **Delivery of services/items is to be made at Sainik School Gopalganj Campus and rates quoted in the bids should include delivery, transportation, handling, installation charges, etc if, applicable.**

47. The details of the consignee are given below:-

The Principal
Sainik School Gopalganj
Post: Hathwa,
District: Gopalganj (Bihar)
Pin-841436
E-mail: ssgopalganj@rediffmail.com

PART III – STANDARD CONDITIONS OF TENDER FORM

48. The authorized dealers/manufacturers/suppliers/firms are required to give confirmation of their acceptance of the standard conditions of the TENDER FORM mentioned below which will automatically be considered as part of the Contract concluded with the successful Contractor (ie Tenderer in the Contract) as selected by the Principal, Sainik School Gopalganj. Failure to do so may result in rejection of the Bid submitted by the Contractors.

49. **Law.** The contract shall be considered and made in accordance with the laws of the Republic of India.

50. **Effective Date of the Contract.** The contract shall come into effect on the date of signing of agreement by both the parties on the contract as the case may be. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

51. **Arbitration.** The Tenderer will not take recourse to legal addressal arising out of any issue related to this contract in any court of law. All disputes or differences arising out of or in connection with this Contract shall be settled by bilateral discussions and decision of the Principal, Sainik School Gopalganj shall be final.

52. **Penalty for use of Undue Influence.** The Tenderer undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Sainik School Gopalganj or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Tenderer or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Tenderer) as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Principal, Sainik School Gopalganj to cancel the contract and all or any other contracts with the Tenderer and recover from the Tenderer the amount of any loss arising from such cancellation. A decision of the Principal, Sainik School Gopalganj or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Tenderer.

53. **Access to Books of Accounts.** In case it is found to the satisfaction of the Principal, Sainik School Gopalganj that the Tenderer has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Tenderer, on a specific request of the Principal, Sainik School Gopalganj, shall provide necessary information/ inspection of the relevant financial documents/information.

54. **Non-disclosure of Contract documents.** Except with the written consent of the Principal, Sainik School Gopalganj, Tenderer, and other party shall not disclose the contract or any provision, specifications, plan, design, pattern, sample or information thereof to any third party.

55. **Liquidated Damages.** In the event of the Tenderer's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the **Principal, Sainik School Gopalganj** may, at his discretion, withhold any payment until the completion of the contract. The **Principal, Sainik School Gopalganj** may also deduct from the Tenderer as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

56. **Termination of Contract:** The Principal, Sainik School Gopalganj shall have the right to terminate this contract in part or in full in any of the following cases:-

- (a) By giving the contractor a fortnight (14 days) notice in advance without assigning any reason whatsoever. In case the contractor desires to terminate the contract, he needs to give a written notice at least two months prior to the seizure of services.
- (b) The Tenderer is declared bankrupt or becomes insolvent.
- (c) The Tenderer utilising the services of any Indian/Foreign agent in getting this contract paying any commission to such individual/company, etc.
- (d) As per decision of the Arbitration Tribunal.
- (e) If the contractor assigns or sublets this contract or if the contractor attempted to do so.
- (f) If the contractor or any of his representative or his employees are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan reward or advantage, pecuniary or otherwise to any officer or persons in employment of the School.
- (g) If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or fulfil any condition of the contract.
- (h) In case of recession, the Principal, Sainik School Gopalganj shall be entitled to recover from the contractor, on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

57. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

58. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

PART IV – SPECIAL CONDITIONS TENDER FORM

59. The Contractors shall submit/upload copies of certificates/documents as given under para 67 of this document along with the Technical Bid. They will also bring original copies of all the relevant documents and produce the same whenever demanded.

60. The contractor's security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until the account has been finally audited and settled and until he has executed the 'NO DEMAND (DUES) CERTIFICATE' to the School.

61. All payments to the contractor shall be made through electronic mode directly into the contractor's valid account, ie NEFT/RTGS, etc.

62. The period of this contract shall be of **ONE YEAR** extendable up to 3 months at the discretion of the Principal, Sainik School Gopalganj.

63. All disputes shall be decided by the mutual consultation and contractor shall not take recourse in any court of law. In extreme circumstances, any dispute or difference of opinion arising in respect of either interpretation, effect or application on terms and conditions of the contract or on agreement or in the process of dealing the contract shall be decided on arbitration by the Principal, Sainik School Gopalganj as he may think fit and his decision will be final.

64. All supplies/services will be according to specifications as per tender paper or subject to approval of the Principal, Sainik School Gopalganj.

65. The rates quoted in the tender should be inclusive of all freight, royalty, taxes in vogue and as amended from time to time by the government and other incidental charges (i.e. from or to the School campus).

66. The tenderers have to quote their rates both in figures and words.

67. List of documents which will be checked/verified during tender opening is given below **(Please upload the following documents along with the Technical Bid):-**

Ser No	Documents to be uploaded
(A)	COST OF TENDER FORM IN THE FORM OF DEMAND DRAFT FOR Rs 500/- DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL GOPALGANJ. (COST OF TENDER FORM IS NON REFUNDABLE).
(B)	EARNEST MONEY DEPOSIT (EMD) – Rs 4,00,000/- (RUPEES FOUR LAKHS ONLY) DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL GOPALGANJ, PAYABLE AT SBI NARAINIA, CODE - 9212
(C)	CERTIFICATE OF PROPRIETORSHIP/PARTNERSHIP DEED, ETC IF ANY.
(D)	CERTIFICATE OF REGISTRATION FROM THE STATE/CENTRAL GOVT TO DO OUTDOOR CATERING SERVICE BUSINESS.
(E)	TIN/VAT/GST REGISTRATION CERTIFICATE.
(F)	THE CONTRACTOR MUST HAVE A MINIMUM ANNUAL TURN OVER OF RS 1 CRORE DURING LAST THREE YEARS. AUDITED ANNUAL ACCOUNTS OF THE FIRM FOR THE LAST THREE FINANCIAL YEARS DULY CERTIFIED BY CHARTERED ACCOUNTANTS (REPORTS SHOULD CONTAIN MEMBERSHIP NUMBER OF CHARTERED ACCOUNTANT AND AUDITORS FIRM REGISTRATION NUMBER).
(G)	ITR-V FOR LAST THREE YEARS (TENDERER SHOULD BE A TAX PAYEE).
(H)	PROOF OF EXPERIENCE FOR LAST THREE YEARS IN THE PARTICULAR BUSINESS, ESPECIALLY IN A REPUTED EDUCATIONAL INSTITUTION.
(J)	PAN CARD.
(K)	LABOUR LICENCE UNDER CONTRACT LABOUR ACT (WITH PPF CODE/ EPF CODE/ESI REGISTRATION & OTHER STATUTORY BODIES / AUTHORITY WITH PROOF IN THE RELATED BUSINESS. (IN CASE OF NON-AVAILABILITY OF LABOUR LICENCE FROM LOCAL (GOPALGANJ DISTRICT) LABOUR DEPARTMENT, THE CONTRACTOR WOULD BE GIVEN 45 DAYS) TIME FOR APPLYING/SUBMITTING THE SAME)
(L)	FOOD LICENSE FOR OUTDOOR CATERING SERVICES OTHER THAN SHOP FROM COMPETENT AUTHORITY.
(M)	SERVICE TAX NUMBER FOR OUTDOOR CATERING SERVICES FROM THE COMPETENT AUTHORITY.
(N)	AFFIDAVIT BY THE TENDERER (AS PER APPENDIX 'C').

68. **Payment Terms for Indigenous Tenderers.** It will be mandatory for the Contractor to indicate their bank account number to which payments are to be made. The payment will be made through Electronic Fund Transfer mode/ crossed Demand Draft /Cheque on fortnightly/monthly basis. **The contractor will be paid for his bills on satisfactory completion of services/supply of items at Sainik School Gopalganj.**

69. The contractor will bear the penalty for violation of any of the above mentioned stipulations as decided by the board of staff detailed by the Principal or his representatives.

70. The contractor shall be solely responsible for any damages or loss of public property due to negligence of their employees or other staff and the damage shall be made good at his own cost.

71. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supply / services required under this contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract. He shall not plead ignorant of any of these clauses and conditions as an excuse in case of complaints against or rejection of services tendered by him or with a view there to making for enhancement of any rates agreed to in the contract or to evade any of the obligations under the contract.

72. If any document attached by the tenderer found to be fake / bogus/ tempered, that contractor and his firm/corporation/society will be black listed by the School for a period of 02 years.

73. The School will provide requisite furniture, cooking utensils, crockery and cutlery to the contractor in quantities as may be required. Breakages of these items, if any will be made good by the contractor on regular basis.

74. The following electronic equipments will be provided to the contractor for regular use in Mess :-

- (a) Atta Kneading Machine
- (b) Potato Peeler
- (c) Dish Wash Hood Type,
- (d) Bread Slicing Machine
- (e) Planetary Mixture
- (f) Mixer Grinder USHSA
- (g) Microwave Woven
- (h) Coffee Making Machine Single Section
- (j) Coffee Making Machine Double Section
- (k) Oven for Bakery
- (l) Toaster Big
- (m) Weighing Machine for weight measurement of dry rations and fresh rations

75. The maintenance of these items and equipment will be the responsibility of the contractor. Repairing of equipments (being used in the mess) became defective during the contract period will be the responsibility of the contractor.

76. The items/equipment will be issued to the contractor in serviceable condition and contractor will hand over these items/equipments in the serviceable condition to the school after the completion/termination of the contract. (Responsibility of repairs during the contract period will be of the contractor running the catering services).

77. The school will provide an infrastructure of piped gas for the kitchen and the necessary empty LPG Cylinders. The contractor shall liable to maintain the cylinders and piped gas infrastructure and procure the gas at his own cost that is included in the catering charges. No additional money will be asked by the contractor in case of any increase/decrease in Gas price during contract period. The contractor shall keep the school informed regarding the movement of cylinders from the school.

78. The contractor shall maintain good quality of food and beverages served to the cadets and the staff and also ensure that the ingredients used for cooking should be of the standard/ISI Marks/FPO approved brands.

79. The day to day cleanliness and maintenance of premises of Cadets Mess and Kitchen, utensils, cutlery and crockery, kitchen equipment and other equipment and furniture will be the responsibility of the contractor.

80. The Menu may be changed on weekly/fortnightly/monthly basis within the same rate/quantity as per the recommendations of the Mess Committee.

81. Bills **in duplicate** may be submitted after every 10 days. Every bill must bear **a machine print serial number and TIN/VAT/GST Number** of the firm. The payment for the same will be made within the 10 days after the receipt of the bill if no objection is raised on the bills.

82. It is the responsibility of the contractor to provide proper uniform to the waiters serving in the Cadets Mess.

83. It is responsibility of the contractor to provide meals to the sick cadets (if required light food) in the Sick Bay/MI Room only. However, no extra charge will be paid for the same.

84. It is mandatory for the contractor to have labour license for the staff working in the School premises.

85. Medical examination of cooking staff & employees will be carried out in the civil by the contractor before commencement of the contract and the same to be repeated every alternate month.

86. **Annual day function, school raising day function and school's special function.** Contractor will provide meal at the rate Rs 250/- (Rupees two hundred only) per plate for the strength demanded by the school. Menu for occasion will be as follows:-

- (a) Khasta Puri/ Tandoori Roti
- (b) Zeera rice
- (c) Mix veg
- (d) Dal Makhani
- (e) Shahi Paneer
- (f) Butter Chicken/
- (g) Channa Masala dry
- (h) Sweet Gulab Jamun/Sponge Rasgulla white – 02 Pices of 50 gms each
- (i) Ice cream (100 ml cup of branded company)
- (ji) Dahi Bara/ Dahi Raita
- (k) Salad
- (l) Papad

87. On occasion of 26 Jan, 15 Aug and founders Day 12 Oct special lunch to all members of the school, families of staff and students of Sainik School Gopalganj will be provided free of cost. Special lunch will include Khasta puri, Shahi Paneer, Channa masala, Mix veg, Veg raita/Dahi Bara, Dal fry, salad, papad, white Rasgulla two pices of 50 gms each. 05 Sep of Teachers day celebration, contractor will provide tea party. Tea party will include – one sweet, samosa, pastry/cake piece and biscuits. NO ADDITIONAL CHARGES WILL BE LEVIED BY THE CONTRACTOR.

88. Provisioning of the manpower required in the Cadets Mess will be the responsibility of the contractor. The contractor will maintain high standard of Hygiene and Sanitation in the mess and that of the staff working in the Mess.

89. The mess contractor / his representative will get the food tasted by the Catering Assistant/ Nursing Assistant/Duty Master/Administrative Officer/Principal. The Mess Contractor/his representative will also maintain Mess Strength Register which will have the details of strength of Cadets/Staff dining in the Mess and menu of the food served every day duly signed by the Mess Contractor, the Catering Assistant, the Duty Master, the Administrative Officer and the Principal. Food samples in the mess will be kept for 24 hours in the refrigerator and a record to this effect is to be made in a log book maintained by the contractor daily countersigned by the Administrative Officer. If food sample is not kept for records, a fine of Rs 3,000/- per day will be charged from the contractor. The log book is to be produced for clearance of bills. In case of any untoward incident regarding food poisoning, etc, the contractor will be liable for prosecution and making good any losses/compensation on such account. No money will be paid for messing charges to the contractor in respect of cadets and the staff for that particular day. This would be applicable for each time when such a case is noticed or reported.

90. The Mess Contractor / his representative will maintain Visitors / Remarks Register in which he will note down all the points given to him and execute the same without fail. Mess contractor or his representative manager is required to remain present in the mess when the food is being served.

91 The Mess in Sainik School Gopalganj campus consists of a kitchen and a dining hall. The other important terms and conditions are listed below for convenience:-

- (a) The contractor should not be proxy. He/she should have a firsthand experience of running Catering Services successfully.
- (b) The Contract Agreement would be for a period of one year. Security Money Draft in favour of the Principal, Sainik School Gopalganj payable at SBI, Narainia (Code No 9212) will be required to be deposited by the catering contractor within 30 days of signing of the contract Agreement.
- (c) The caterer should adhere to the provisions of the Provident Fund Act, the Minimum Wages Act (PPF/EPF Code) (ESIC Registration and proof of the same) and other such acts which are

applicable. The contractor should submit the proof of payment of statutory/non statutory benefits such as ESI/EPF, etc, to the worker employed by him on quarterly basis.

(d) The caterer should ensure that the payment is made to the labourers as per Minimum Wages Act to the satisfaction of the licensee.

(e) The Caterer shall not employ child labour and upon violation legal action would be taken.

92. Engagement of required staff (not less than 36 members) ie Manager, Cooks, Masalchies, Waiters, Baker, Washers, Bearers, Cleaners, etc, shall be by the contractor with approval of the Principal, Sainik School Gopalganj. The behaviour of the contractor, staff employed by the contractor should be polite. List of employees will be deposited with School Quarter Master Section on the first day of commencement of the contract. Change of employees of the contractor will be carried out only after taking permission from the Administrative Officer, Sainik School Gopalganj. The contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by him/them (contractor) or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of the mess workers. The workers employed by the contractor are not employees of the School and shall not have any claim whatsoever on the School and shall not act detrimental to the interest of the School. The mess workers shall have to follow the security regulation of the School. Workers shall not form union or carryout trade union activities in the School campus.

93. The strength of mess members is expected to be approximately 460 students and 30 employees during the session. However, it can be less whenever cadets/staff go on tours, leave, etc. Mess is likely to be closed during the summer and winter vacations (70 days). The contractor may be asked to provide catering services during summer and winter vacation on the approved contract rate. The strength during vacation would be 50-150 (for a period of 10-30 days). The contractor may also be required to provide food as per the approved menu on the approved rate for the parents/guests and cadets/staff of other Schools/institutes visiting Sainik School Gopalganj, occasionally.

94. The timings, menu and price of extra items would be determined by the Mess Committee and the School administration in consultation with the contractor during the Mess Committee Meeting held on Monthly/Quarterly basis.

95. The contractor shall, at his cost, maintain adequate stocks of food grains, grocery, and adhere to standards of the School.

96. No food cooked in the mess be taken out of the School premises without prior permission.

97. Vegetarian and Non Vegetarian food will be cooked and served separately.

98. Kitchen equipment, gas cylinder bank and dining hall furniture, service counters, cooking utensils, crockery, cutlery, etc as available will be provided by the School. Upkeep of all items provided by the School will be the sole responsibility of the caterer.

99. Refilling of cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer at the rates prevalent in the market.

100. Security and maintenance of the premises, utensils, equipment, fittings, fixtures, furniture, etc. is the responsibility of the catering contractor. Expenditure on repairs and maintenance shall be borne by the contractor.

99. Cleaning, Housekeeping and hygiene of Kitchen and dining area will be the sole responsibility of the contractor.

100. Cleaning and upkeep of utensils, cutlery, crockery, kitchen equipment, furniture is also responsibility of the contractor.

101. The School staff would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the food.

101. The contractor will be provided a store room, changing/resting room for the workmen of the caterer and a office room for CONTRACT Manager.

102. The contractor will presently not pay any rent for the room if allotted to him for keeping his bulk supplies; he will vacate the accommodation allotted to him in case the contract is terminated or whenever he is asked to do so. The Registrar/Adm Officer or his representative will have the sole right to take possession of the accommodation in case of failure of the contractor to vacate the premises so allotted within the stipulated date mentioned by the Registrar/Adm Officer Sainik School Gopalganj.

103. Menu as decided by the Mess Committee will be strictly followed. Copy of Mess Menu enclosed.

104. Packed food will be supplied by the contractor to the cadets whenever required at no extra cost.

105. The School staff including General Employees (Approx 18) should be provided food at subsidised rates i.e of Rs 1000/- per head per month for staff and Rs 800 per head per month of General employees.

106. During school vacations / holidays, contractor, will keep one mess detachment functioning in school, comprising of One cook and one trained waiter to cater for School and visitors to school.

107. Catering Services should be provided to all parties, VIP and other important visits on demand.

108. Minimum 12 waiters should be present while serving the meals so as to ensure that the School schedule is not disturbed and the satisfaction level of the dining in members is maintained.

109. The contractor or his representative of appropriate seniority who can take decision should be available at the School campus round the clock.

110. Outdoor catering services have to be provided, if required at no extra cost.

111. All the food items served should be of standard size and quality / quantity. Shortfall of food should be compensated. In addition, fine will be levied.

112. All the staff employed by the contractor will be in uniform and their turnout should be proper and they should be familiar with dining in procedures of Cadets Mess.

113. Samples of all the food items and other ingredients. ie rice, pulses, atta, oil, sugar, salt, maida, jam, butter, etc, will be provided to the School administration. The raw material/food should be of high quality. It will be checked on daily basis.

114. The contractor will provide tea for all the General Employees and Administrative Staff daily and will be paid Rs 2,000/- per month.

115. **General Structure of the Mess Menu.** The following is the general structure of the menu. The detailed menu is provided in the table that follows. The timing as promulgated from time to time has to be adhered to.

Breakfast

Morning Snacks with tea/coffee/beverage as per the menu

Lunch

Evening Snacks with tea/coffee/ beverage as per the menu

Dinner

116. **Penalties for violation or rules, terms and conditions will be as per the tender Document.**

The caterer will be fined in case of violation of the following rules:-

- (a) Non-availability of Taste Check & Complaint Register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2,000/- on the contractor.
- (b) 3 or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of Rs. 4,000/- on the contractor.
- (c) 3 or more complaints of unclean utensils in a day would lead to a fine of Rs. 4,000/- on the contractor.
- (d) If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 4,000/- would be imposed on the contractor.
- (e) In case of shortage of food during any meals time and waiting time is more than 15 minutes for lunch and dinner and 10 minutes of breakfast then a fine of Rs. 2,000/- would be imposed on the contractor. The timing for that meal will be extended equivalent to delay time.
- (f) Changes in menu of any meal without permission of mess committee would result in a fine of Rs 4,000/- on the contractor. However, slight changes in menu due to non availability of items in market may be permitted by the School administration with prior intimation.
- (g) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. 4,000/- on contractor for every instance.
- (h) Absence of proprietor or his representative empowered to take decision from Mess Committee meetings on due invitation (which will be held once every month) will attract a fine of Rs 10,000/- on contractor.
- (j) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and as decided by the Mess Committee.
- (k) Non wearing of uniform by the staff would result in a fine of Rs 2,000/- on the contractor (However, School administration can change the pattern and the same will be informed in advance).
- (l) At the time of closing of the School for Summer/Winter vacations or vice versa, all the cadets may not have all the meals and the strength may vary. The payment will be made as per the actual strength and as per the approved contract rate only.
- (m) In case of repeated failures and negligence a severe penalty compliance of terms and conditions of the contract will be imposed, resulting termination of the contract.

117. For violation of any rules stated in the agreement:-

- (a) First violation of the rules implies fine as per rule.
- (b) Second violation of the same rule in the same month will attract triple of the initial amount of the fine.
- (c) All subsequent violations of the same rule in the same month would invite five times the initial amount of the fine.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

118. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

- (a) Bids should be from INDIVIDUALS (UNDER PROPRIETORSHIP)/AUTHORISED DEALERS/MANUFACTURERS/SUPPLIERS/FIRMS/CORPORATIONS/REGISTERED SOCIETIES, ETC.

(b) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the TENDER FORM, both technically and commercially. **The technical information and declaration to be supplied by the Tenderer is given in Appendix 'A'.**

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Contractor as per the Price Format given at **Appendix 'B'**. The consideration of taxes and duties in evaluation process will be as follows:-

(i) All taxes and duties (including those for which exemption certificates are issued) quoted by the Contractors will be considered. The ultimate cost to the Principal, Sainik School Gopalganj would be the deciding factor for ranking of Bids.

(ii) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(iii) The Lowest Acceptable Bid will be considered further for signing the contract, placement of Supply/Service Orders after complete clarification and price negotiations as decided by the Principal, Sainik School Gopalganj. The Principal, Sainik School Gopalganj will have the right to award contracts to different Contractors for being lowest in particular items. The Principal, Sainik School Gopalganj also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Contractors is not in a position to supply full quantity with quality of technical specifications required in stipulated time.

119. **Price Bid Format:** The **Price Bid Format is given at Appendix 'B'** and Contractors are required to fill up the rates correctly with full details. Bids submitted in format other than given at Appendices 'A' and 'B' will not be scrutinized by the board constituted by the Principal, Sainik School Gopalganj.

120. The Principal, Sainik School Gopalganj reserve the right to vary the quantity of services demanded as per actual requirement and tenderers will be bound to provide service as demanded on approved rates. The Principal, Sainik School Gopalganj also has all the right to reject / cancel any or all the tenders or distribute the work to more than one contractor without assigning any reason.

DECLARATION

I..... (Proprietor/Partner/Manager) do hereby declare that the entire information given in the technical information form is true to the best of my knowledge and I am accepting all the terms and conditions mentioned above.

TECHNICAL INFORMATION AND DECLARATION TO BE COMPLETED BY THE TENDERER

1. NAME OF THE FIRM : _____.
2. ADDRESS OF HEAD / : _____.
- REGISTERED / : _____.
- HEAD /BRANCH OFFICE : _____.
- : _____.
- : _____.
3. PHONE No : _____.
4. FAX No : _____.
5. MOBILE No : _____.
6. PAN No : _____.
7. SALES/SERVICE TAX No. : _____.
8. NAME AND ADDRESS OF BANKERS & ACCOUNT No:
: _____.
9. CATEGORY OF TRADE : _____.
10. ARE YOU ONE OF THE GOVT./ SEMI GOVT. APPROVED CONTRACTOR, IF
SO GIVE DETAILS : _____.
- : _____.
11. NAME(s) OF THE PARTNER(s)/ PROPRIETOR: _____.
- _____.
12. NAME OF THE MANAGER (along with Authority Letter) : _____.
- _____.
13. EXPERIENCE: _____.

14. SINGLE WORK ORDER DURING THE LAST YEAR: _____

15. WORKSHOP AREA (Sqm) : _____
16. MANPOWER : _____
17. MACHINERY : _____
18. DRAFT No: _____ DATE _____ AMOUNT Rs. _____

ISSUING BANK NAME AND BRANCH

19. SUBMISSION :(a) Speed / Registered Post (b) Courier (c) By Hand (please tick mark and also mention in writing below).
- _____

CERTIFICATE

In consideration of us being contractor, we hereby agree that we shall not withdraw, amend or attach any conditions to our tender submitted to the School authorities. In such case, Principal, Sainik School Gopalganj shall be entitled to forfeit our Earnest Money Deposit along with the tender and remove us from the school contract without prejudice to any other right or remedy by school for such breach on our part.

DECLARATION

I _____ (Proprietor/ Partner/ Manager) do hereby declare that the information / declaration submitted by us in the tender form are true to the best of my knowledge. [NOTE: - If there are any changes in the construction (constitution) of working of firm, the affecting accuracy of the answer now given, should be promptly communicated to the Principal, Sainik School Gopalganj.

PLACE:
DATE:

**SIGNATURE OF THE TENDERER /
AUTHORISED SIGNATORY WITH RUBBER STAMP**

SPECIMEN OF SAINIK SCHOOL GOPALGANJ (BIHAR)- MESS MENU 2017-18

Days	Breakfast	Tea Break	Lunch	Evening Tea	Dinner
Monday	Bread 06 Pcs, Boiled Egg-02 (NV) Jam (30 gms) Dalia, Veg Cutlet-02, One glass milk (200 ml) with Bournvita	Coffee/Tea/ Nimbu Pani & Samosa	Chapatti, Rice, Massor ki Dal, Mix Veg (Potato & seasonal veg) ,Salad, Papad ,Fruit	Tea/ Rasna, Good day biscuit -04 each	Rice, Chapati, Chiken Curry / Mattar Paneer , Dal Arahar, Sweets – Gulab Jamun (02 Pcs)
Tuesday	Puri-05, Chhola of Kabli Chana, Jalebi – 4 pieces (150 gms) , One glass milk (200 ml) with Horlicks	Glucose, Biscuit – (Parle G – 06 each)	Rice, Chapati, Pulse Arahar, Aaloo & Soyabin veg , Curd (200 gms), Salad, Pickle, Fruit	Tea , Britania/ Bakery Cake	Rice, Chapati, Pulse Chana, Potato & seasonal veg, Bundia/Haluwa/Ice Cream in summer.
Wednesday	Pav-02, Bhaji (Aaloo Tamatar), One glass milk (200 ml) with Bournvita	Tea, Onion Pakoda	Rice, Chapati, Arhar Dal, Veg Kofta, Papad, Salad, Fruit	Fruit Juice/Dahi Lassi- Bread Pakora	Rice, Chapati, Matar Paneer, Chana Dal, Sweets – Milk cake (02 Pc - 120 gms)
Thursday	Plain Parotha/ Kachouri filled satttu, Aaloo & chana,One glass milk (200 ml) with Horlicks	Tea,Britania - Cream Biscuits-06 each	Rice, Chapati, Moong Hara Dal, Potato Bhujia, Salad, Papad,, Fruit	Chocolate milk, Mathi	Rice,Chapati, Dal Arhar , Aaloo & Seasonal Veg , Kheer/Sewai
Friday	Bread 06 Pcs, Jam (30 gms), Butter (20 gms), Dalia, Boiled Egg-02 (NV) ,Veg Cutlet-02, One glass milk (200 ml) with Bournvita	Tea, Sattu Bhara Litti (100 gms)	Rice, Chapati, Masoor Dal , Mix veg (Aaloo & Seasonal veg) , Pickle, Salad, Fruit	Fruit Juice/Dahi Lassi, Cake	Dinner Roll-05 Pcs, Butter, Chicken Chilly/ Paneer Chilly, Tomato Sauce, Potato finger Chips, Fruits Custard.
Saturday	Puri-05, Aaloo bhujia, Jalebi – 4 pieces (150 gms) , One glass milk (200 ml) with Horlicks	Tea/Rasna, Aaloo Pakoda (100 gms)	Rice, Chapati, Pulse Mung & Masoor , Seasonal Veg , Pickle, Salad, , Fruit	Tea/Roohafja , Namkin	Rice,Chappati, Rajma/Curry with Pakora, Aaloo Bhujia, Papad , White Rasgulla – (01 Pcs- 60 gms)
Sunday	Aloo Paratha-02 Pcs, Dhaniya Mix Chatni, One Glass Milk (200 ml) with Horlicks/curd in summer	Tea/Roohafja, Biscuit (Parle G – 06 each)	Rice, Chapati, Pulse Arahar, Potato & Soyabin Veg, Dahi Rayta, Papad, Salad, Fruit	Tea/Chhach, Namkin Biscuits (04 each)	Veg Biryani, Dal Makhani, Mix Veg (Potato & Season Veg) sour sauce and sweet /Ice cream in summer

Cost Break down: (a) Breakfast- 28% (b) Lunch-32% (c) Dinner-32% (d) Morning and Evening Snacks-8%

Note:- Please quote the rate in financial bid (excel sheet).

Place:

Signature of the Contractor with Stamp

Date:

APPENDIX 'B1' OF CATERING SCHEDULE

**SCALE OF RATIIONS TO BE COOKED AND SUPPLIED FOR DINING MEMBER PER DAY –
CATERING SERVICES 2017-18**

Ser	Item	Quantity (per day)	Brand of products
(a)	Rice	125 gms	Samba Mansoori / Sonam /Sona Chood / Sona Arva brand to be pre approved by the Principal / Mess Committee of the School.
(b)	Wheat Flour	200 gms	Shakti Bhog /any Agmark brand/ Kriti/ Ganga/ FPO Approved to be pre approved by the Principal / Mess Committee of the School.
	Maida	40 gms	
	Besan	20 gms	
(c)	Pulses (Dal)	50 gms	FPO Approved to be pre approved by the Principal / Mess Committee of the School.
(d)	Milk	250 ml (including for tea)	Sudha / Amul
(e)	Curd	100 gm	Only in summer as per menu
(f)	Roots and Tubers (Potato)	150 gms	-
(g)	Green leafy Vegetables	100 gms	Fresh from local retail market.
(h)	Other vegetables	50 gms	-do-
(j)	Fruits (seasonal)	150 gms or more	Banana – 02 pieces /Apple 01 piece not less than 150 gms /Grapes – 150 gms / Litchi – 150 gms / Guava – 01 piece not less than 150 gms/ Naspati – 150 gms / Watermelon – 200 gms.
(k)	(i) Chicken without neck and lever or Meat or fish	125 gms (For non Veg only)	Thrice a week (Mon, Wed and Fri)
	(ii) Paneer	100 gms for Veg Only	Thrice a week (Mon, Wed and Fri) incl paneer pakoda for breakfast
(l)	Sugar	80 gms	-
(m)	Refined Oil	80 gms	Dhara / Sundrop / Nature Fresh/ Fortune/ Nature (Use of hydrogenated (Bansapati) oil is prohibited)
(n)	Butter	20 gms	Sudha/ Amul / Trishul/ Mother Dairy / Britannia
(o)	Egg	04 Nos	In a week
(p)	Jam	20 gms	Kissan / Tops / Maggi/ Mums, Branded Agmark
(q)	Vermicelli / Dalia/Sago/Jelly/ Custard	30 gms	Branded Agmark Mark / FPO Approved / Homemade.
(r)	Tea / Coffee	8 gms	Tata tea/ Red level Brooke Bond/ /Nescafe /Bru / Tazza Tea
(s)	Condiments and salt	As required	MDH, Satyam, Badhsah, Everest, / Home Made , any Agmark brand
(t)	Mustard Oil	As required	Kolhu, Maa Durga, Active , Fortune, Nature, Kachhi Ghani
(u)	Pickle (mango / mix pickle)	20 gms	Priya / Tops / Mums or any FPO Approved brand
(v)	Sauce / Chilli Sauce	10 gms	Kissan/Maggi/ Tops or any FPO approved brand
(w)	Ice Cream	100 ml	Only ni summers Amul/Sudha/Vadilal/Mother's Dairy
(x)	Onion	40gm	

(y)	Horlicks /Bournvita/ Complan	10 gm	To be supplied duly mixed with milk
(z)	Rasna/Roohafza	As Required	During summer

Note:-

1. Veg Cutlet to be of 50 to 60 gms each
2. Milk of 200 ml with sugar and Horlicks/Bourn vita (To be served in steel glass).
3. Seasonal vegetable to have min 50% of fresh seasonal veg and only 50 % to be potato. For example, if total vegetable prepared is 100 Kg then 50 Kg to be Fresh vegetable and 50 kg to be potato. Mix veg to have min mix of four vegetables in equal proportion of 25 % each.
4. Fresh Curd to be served not less than 100 gms as per menu.
5. Salad will be served not less than 65 - 75 gms as per menu comprising of Onion, Tomato, Carrot, Cucumber, Lemon and green chilli.
6. Sweets not to weigh less than 50 – 60 gms. (Gulabjamun / white rasgulla / gaja / Sohan papdi / Longlatta)
7. Size of Chapati to be 6 inches in diameter and Puri to be min 5 inches in diameter.
8. Aaloo parotha to be of 8 inches in diameter.
9. Weight of Pav to be 100 - 120 gms, weight of Dinner roll to be 50 - 60 gms.
10. Fruit Variety to be changed every alternate day. Minimum two variety of Fruits to be served in a week, Type of Fruit to be specified in weekly menu of the School. If not followed, the cost of the fruit will be deducted from the Mess Bill. Fruit specifications:-
 - (a) Banana - Maximum 10 Per Kg
 - (b) Orange - Maximum 07 Per Kg
 - (c) Guava - Maximum 07 Per Kg
 - (d) Mango - Maximum 06 Per Kg
 - (e) Mausami - Maximum 07 Per Kg
11. Poha to be prepared with Onion, Groundnut / Green peas / Cauliflower.
12. Khichdi to be prepared with Gobi, Potato, Green Peas, Groundnut, etc.
15. The caterer may use any other FPO approved brands as per the mutual understanding between the contractor and School administration.
16. Any other specific instructions given by the competent school authorities considering the nutritional requirement of the cadets.

APPENDIX 'B2' OF CATERING SCHEDULE

CATERING SERVICES
SAINIK SCHOOL GOPALGANJ (BIHAR)
FOR 2017-18

PERSONNEL TO BE EMPLOYED BY THE CONTRACTOR
FOR DINNING MEMBERS

The contractor shall employ not less than the following manpower to run the catering service contract of Sainik School Gopalganj:-

<u>Ser No</u>	<u>Designation of Worker</u>	<u>Number to be Employed</u>	<u>Remarks</u>
(a)	Contract Manager	01	
(b)	Cook	04	
(c)	Asst Cook/Roti Maker	05	*Exclusively for making chapattis.
(d)	Waiter	12 + 1*	One each for every table in Cadets mess. <ul style="list-style-type: none">• Special waiter (one trained waiter for school functioning)
(f)	Masalchi /Utensil Cleaner	03	
(g)	Safaiwala	02	Shall be employed for cleaning of the Mess Kitchen, Dining Hall and its adjoining area.
(h)	Bakery	02	
(j)	Vegetable cutter	02	
Total		32	

Date :

Signature of Contractor
With rubber stamp

APPENDIX 'C'

AFFIDAVIT

(With Rs 10/- Stamp Paper is certified by the Notary Public)

Certified that I/we, _____ S/O or D/o
_____Age_____ is/are residing (Village/Town) _____, hereby
declare the following with best of my/our knowledge and belief that:-

1. My/our company/firm whose name is _____ is located at _____.
2. My/our company/firm is not blacklisted by any Government department/agency.
3. TIN of my/our Company/Firm is _____.
4. My/our company/firm pays all taxes in time.
5. I/we do not have any relative/kin serving in Sainik School Gopalganj.
6. I/we acknowledge that I/we have gone through the complete tender document issued for Catering Services Contract at Sainik School Gopalganj and I/we agree with all the terms and conditions laid down in the tender form by the Sainik School Gopalganj.

(Signature of the Deponent)

I/we, certify that on this day _____ of _____, I/we verify the above mentioned declaration with my/our conscience.

(Signature of Applicant)