



**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI**

An Autonomous Organisation under the Union Ministry of Human Resource Development (Govt. of India)
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

File No. : F-49/CBSE/ROD/Maint/2015/

Dated: 13/04/15

M/s.....

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**Sub: - Limited Tender for selection of suitable Canteen agency for running Staff Canteen at
CBSE, Regional office Building, Patparganj, Delhi - 110092.**

Sir,

The CBSE at its Regional office Delhi intends to invite Limited Tenders from the reputed and minimum 5 years experienced Agencies in the field of Caterers/Canteen Contractors. Interested Agencies are required to submit their rates in the **Price-bid/at Annexure – “A”** herewith. The agency will have to submit its tender along with **EMD of Rs. 50,000/-** in the form of DD/BD in favour of Secretary, CBSE. The sealed envelopes should be super subscribed “Tender for staff canteen at CBSE, Regional office Building, Patparganj, Delhi – 110092”. The tenders must be dropped in the tender box **on or before 27.04.2015 upto 02:30 pm** and the same shall be opened on the same day at 03:00 pm in the presence of tenderers who may like to be present. This tender is a two bid system having one envelope containing all the requisite mandatory documents to be kept inside and other envelope shall only be having Price-Bid and both the envelopes are to be kept in a bigger envelope.

Incomplete and Conditional tenders shall summarily be rejected. The Secretary, CBSE reserves the right to reject any or all the tenders without assigning any reasons thereof.

Mandatory Requisites:

1. Attested Photocopy of PAN No.
2. EMD of Rs. 50,000/- in favour of Secretary, CBSE, New Delhi.
3. Attested copy of licence issued from Municipal Corporation for running of canteen.
4. The work experience certificate/work orders must be attached with the tender bid for qualifying for opening the Price bid.

Yours faithfully,

**(S.S. Rawat)
Regional officer Delhi**

Terms and Conditions

1. The Contractor will serve the eatable items in good quality crockery.
2. The branded tea like Tata/ Tata Gold/ Taj Mahal etc. will be used.
3. The Contractor will refill LPG Cylinders and for that purpose the Board will not make any payment.
4. Only I.S.I. branded Ghee/ Vegetable Oil will be used for preparation of the eatable items.
5. The Contractor will engage sufficient manpower/ workers i.e. Cooks/ Bearers in a proper uniform for smooth running of the Canteen.
6. The Contractor will provide Table/ Room Service between 9.00 am to 6.00 pm on all working days.
7. The Contractor at his own cost will arrange Utensils, Crockery's, Boilers, Cooking Gas etc. and he will maintain the said items in proper and hygienic conditions.
8. The Contractor will display the rate list on the Notice Board of the Canteen as well as the main Notice Board.
9. The Contractor shall ensure that atleast two sweets and two salted items must be prepared daily and supplied to the staff as per their requirements on payment of approved rates.
10. The workers engaged by the Contractor for the Canteen will be on the roll of the Contractor and there will be no liability of the Board in any manner. All the liabilities/ responsibilities arising out of State/ Central Act etc. will be exclusively borne by the Contractor.
11. All the required licences to run the Canteen will be obtained by the Contractor from the concerned agency of Govt. of Delhi/ MCD and any lapse in this regard will be on the part of the Contractor.
12. In case of any dispute between the Contractor and the Board arising out of or in relation to the Contract, the disputes shall be referred to the sole Arbitrator to be appointed by the CBSE and the decision of such Arbitrator shall be conclusive and binding on both the parties. It will not be open to the Contractor to object to the choice of the Arbitrator appointed by the Chairman on the ground even if the Arbitrator may be Officer of the Board.
13. Initially the Contract is for a period of one year from the start of the Contract but the Board have a right to terminate the Contract at any time without assigning any reason to the Contractor and such termination of the Contract shall entail no cost to the Board. The Contract can also be extended for a further period of three years, if the services of the Contractor are found to be satisfactory by giving one month notice in writing.
14. The Contractor shall ensure the cleanliness of the Kitchen/ Canteen area always.
15. The Contractor shall ensure the hygienic and sanitary standard as laid down by the Board from time to time.
16. He shall also hold the responsibility of safety and security of the Canteen.
17. A Committee of 3 Officers/ Officials to be constituted by the Board shall be allowed free access to the Canteen including the Kitchen Area for inspection.
18. The violation of any of the condition/ clause of the Contract shall be cause to forfeit the security amount of Rs. 50,000/- deposited in the Board's account.
19. The manpower engaged by the Contractor to run the Canteen shall be courteous and well behaved.

20. The Board shall have right to impose cash penalty on the Contractor or deduct such amount from its security in case the Board is put to any financial loss directly or indirectly by any act of Commission or Omission on the part of the Contractor and its workers, and any other person employed for carrying out of the work under this Contract and imputable to them in any manner.
21. The Contractor shall be directly responsible for the payment to its worker.
22. The Board shall not be responsible for any claim, of any nature in respect of the persons engaged by the Contractor and such persons shall not be on the rolls of the Board and shall not be deemed to be employees of the Board in any manner.
23. Insurance and accident risks of the workers engaged by the Contractor shall be full responsibility of the Contractor.
24. The Contractor will not further appoint Sub-contract/ Agencies or persons for performing the terms of this Contract without the written approval or permission of the Board.
25. The manpower/ workers engaged by the Contractor shall not enter into any unlawful activities within the Board premises.
26. The Contractor shall be fully responsible for any theft, burglary, fire or any mischievous deed done by its workers.
27. It is the responsibility of the Contractor to have police verifications of the workers engaged by them.
28. If there is need to open the Canteen on Saturdays, Sundays and on any Govt. holidays notified by the Govt. of India before that the written permission/ approval is required from the Regional Director, Delhi.
29. The entry of the workers of the Canteen is strictly prohibited in the sensitive area like AB Cells and confidential/ secret units. The Canteen services on these places are to be dealt by the M.T.S. staff of the Board.
30. All the workers including the Cook of the Canteen shall have to put an I - Card issued by the Contractor.
31. He shall not encourage/ undertake any unlawful activities inside the Canteen and the Campus Premises.
32. The responsibility for cleanliness work within the canteen area and disposal of waste material will be on the part of canteen owner. The CBSE will not be providing housekeeping staff. It may arrange itself by the canteen agency.
33. He will be responsible for upkeep and the maintenance of the items provided by the Board and shall have to pay the electricity bill for the consumption as per sub-metre readings on monthly basis.
34. No Non-veg will be prepared in the canteen.

Accepted by me:

(Signature of Prop./Manager of the Agency)

Address: _____

Telephone/Mobile No.: _____

ANNEXURE - B

The Board will provide the following items for smooth running of the Canteen:-

- 1) 02 nos. empty LPG Cylinders will be supplied by the CBSE Regional Office, Delhi.
- 2) The space, water and electricity are free of cost.
- 3) Refrigerator of L.G. - 01 no.
- 4) Gas Stove – 01 no.
- 5) Fly Trapper – 01 no.
- 6) Ceiling Fans – 05 nos.
- 7) Exhaust Fans – 02 nos.
- 8) Tube Light fittings – 08 nos.
- 9) Visitor Chairs - 23 nos.
- 10) Wooden Round Tables – 05 nos.
- 11) Old Steel Tables - 03 nos.
- 12) Steel Rack – 01 no.
- 13) Dustbin – 02 nos.

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P.S., 1-2 Institutional Area, I.P. Extn., Patparganj, Delhi-110092

ANNEXURE- A

Name of work: Item rates for allotment of Contract for running the Staff Canteen.

Location: At CBSE, Regional Office Building, Patparganj, Delhi.

PRICE – BID

| S.No. | Name of Items | Minimum Rates of the item in Rs. |
|--------------|---|---|
| 1 | Tea (100 ml) | |
| 2 | Tea (Dip-Dip) (100 ml) | |
| 3 | Coffee (100 ml) | |
| 4 | Butter Toast (2 Pcs) | |
| 5 | Samosa (60 gram) | |
| 6 | Bread Pakora of Aloo(70 gram) | |
| 7 | Paneer Pakora (30 Gram) | |
| 8 | Veg. Sandwich with Cream | |
| 9 | Biscuit | |
| 10 | Burger (60 Gram) | |
| 11 | Patties (60 Gram) | |
| 12 | Matthi (20 Gram) | |
| 13 | Soft Drinks | |
| 14 | Chhole Bhature (2 Pcs) | |
| 15 | Chhole Kulche (2 Pcs) | |
| 16 | Samber Vada (2 Pcs) | |
| 17 | Masala Dosa | |
| 18 | Chowmin | |
| 19 | Lassi (200 ml) | |
| 20 | Simple Thali (Lunch) 4-Roti, Rice, Dal, sabji | |
| 21 | Spl. Thali (Lunch) 4- Roti, Rice, Dal, Sabji, Salad, Pickle, Raita, Papad | |
| 22 | Rice Plate | |
| 23 | Matter Paneer | |
| 24 | Rajma | |
| 25 | Mix Vegetable | |
| 26 | Dal Fry | |
| 27 | Kadhi | |
| 28 | Raita | |
| 29 | Chote rice | |
| 30 | Papad | |

| | | |
|----|------------------------------------|--|
| 31 | Gulab Jamun | |
| 32 | Kachori(40 Gram) | |
| 33 | Butter Omelete Two Eggs- Two Slice | |
| 34 | Chapati (One) | |

Accepted by me:

(Signature of Prop./Manager of the Agency)

Address: _____

Telephone/Mobile No.: _____

PAN No. Details: _____

Date: _____