



Central Board of Secondary Education  
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

**TENDER FORM FOR RUNNING OF STAFF CANTEEN OF CBSE (HQ. AND R.O. DELHI)**

Sealed tenders for the above work are invited to be submitted along with Bank Draft of earnest money in sealed envelope and superscripted as:

**"BID FOR CONTRACTOR FOR RUNNING STAFF CANTEEN"**

Duly filled in Tenders form should be dropped in the Tender Box at the reception area at CBSE Headquarters, Preet Vihar, Delhi latest by 18.02.2014 upto 3:00 p.m. only.

**JOINT SECRETARY (A&L)**

Encl.: As above.





**Central Board of Secondary Education**  
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**PROFORMA FOR CONTRACT FOR RUNNING STAFF CANTEEN FACILITY**

1. **About the agency:**

(a) NAME & ADDRESS OF THE AGENCY:

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(b) Year of Establishment: \_\_\_\_\_

(c) Whether proprietorship or partnership. (Enclosed copy)

(d). Name(s) of Proprietor/partner: (a) \_\_\_\_\_

(b). \_\_\_\_\_

(e) Telephone No./Mobile No.: \_\_\_\_\_

(f) Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

(g) License under Delhi Shops and Establishment Act No. \_\_\_\_\_ Date

\_\_\_\_\_ Validity upto \_\_\_\_\_

(h). Detail of licence issued by Delhi Food Department, if any.

2. **Experience in running the canteen:**

(Fill in the details and enclose certificate from the organization)

Sl. No.	Name of Department	Whether Govt/Autonomous/Private	No of persons catered/serviced	Period	
				From	To
1.					
2.					
3.					
4.					
5.					

Note : Attach the list of Clients and work orders.

3. **Details of turn over for the last three years:**

Years	Total Amount (In Rs.)
2010-2011	
2011-2012	
2012-2013	

4. **Any other Information:** \_\_\_\_\_

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5. Earnest money of Rs.20,000/- in favour of The Secretary, CBSE payable at Delhi through Bank  
Draft No. \_\_\_\_\_ date \_\_\_\_\_ & Bank

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AUTHORIZED SIGNATORY  
(WITH FULL NAME AND DESIGNATION)  
SEAL



## Rates (Inclusive of Service Charges/Service Tax/Sales Tax)

Sl. No.	Items	Approved Rates (in Rupees)
1.	Tea (150 ml)	
2.	Tea (Dip-dip) (150 ml)	
3.	Coffee (150 ml)	
4.	Butter Toast (2 Pcs)	
5.	Samosa (80 Gram)	
6.	Bread Pakora of Aloo (100 Gram)	
7.	Paneer Pakora (40 Gram)	
8.	Veg.Sandwich with Cream	
9.	Biscuit (Market Rate)	
10.	Burger (100 Gram)	
11.	Patties (80 Gram)	
12.	Matthi (20 Gram)	
13.	Soft Drinks (Market Rate)	
14.	Chhole Bature (2 Pcs)	
15.	Chhole Kulche (2 Pcs)	
16.	Sambar Vada (2 pcs)	
17.	Masala Dosa	
18.	Chowmin	Half plate Full plate
19.	Lassi (250 ml)	
20.	Veg Thali (Lunch) 4-Roti, Rice, Dal, Sabji, Salad	
21.	Spl. Thali (Lunch) 4-Roti, Rice, Dal, Sabji, Salad, Pickle, Raita, Papad	
22.	Rice Plate	Half plate Full plate
23.	Mattar Panner	Half plate Full plate
24.	Rajma	Half plate Full plate
25.	Mix Vegetable	Half plate Full plate
26.	Dal Fry	Half plate Full plate
27.	Kadhi	Half plate Full plate
28.	Raita	Half plate Full plate
29.	Chole Rice	Half plate Full plate
30.	Papad	
31.	Gulab Jamun (40 Gram)	
32.	Kachori (40 Gram)	
33.	Butter Omlete Two Eggs-Two Slice	
34.	Chapati (One)	
35.	Any other items, if the vender provide.	

AUTHORIZED SIGNATORY  
(FULL NAME WITH RUBBER STAMP OF TENDERERS)





## Central Board of Secondary Education

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### TERMS & CONDITIONS

1. Sealed tender, complete in all respect along with a bank draft for Rs.20,000/- towards earnest money drawn in favour of "The Secretary, CBSE, Delhi" placed in sealed envelopes should be dropped in the Tender Box kept with Security Guard at Ground Floor, CBSE, Preet Vihar Delhi latest by 3:00 P.M on 18<sup>th</sup> February 2014. Incomplete/conditional/late tenders or those without earnest money will be rejected. The Bids will be opened at 3:30 P.M in the presence of available representatives of tenderers on the same day. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm. The tenders bids submitted by speed /registered/ordinary post/courier will be rejected.

2. The tenderer should have a minimum experience of three years as on 31 Dec 13. The canteens will be run at following places and cater to approx. number of employees:-

- (a) CBSE (HQ), Preet Vihar Delhi. Approx employees/guests catered: 300  
(b) Regional Office, Patparganj, Delhi. Approx employees/guests catered: 400

3. The EMD of unsuccessful bidders will be returned without interest within 30 days. The EMD of successful bidders will be retained and will be converted into security deposit and remain with the Board during the period of contract. The tenderer shall commence the services at above places within 10 days of acceptance and communication of Tender or as further approved by the competent authority. The contractor will provide table/room service between 9:00 A.M to 6:00 P.M on all working days. He will hire sufficient manpower for smooth running of canteen.

4. The contractor will display the rate-list on Notice Board of Canteen. The cold drinks, biscuits and branded eatables shall be sold at MRP. The Rates quoted in this tender shall be valid for a period of one year. These could be revised on mutually agreed Terms & Conditions on year to year basis, if contract is extended. New items can be introduced with prior approval of the Board.

5. Initially contract is for a period of one year but the Board has the discretion to terminate the same at any time without assigning any reason. This shall not entail any civil consequences to the Board. This contract can also be extended for a further period of 3 years on year to year basis, if the services of Contractor are found satisfactory. If the successful tenderer not commence services within 10 days or violates any of clauses of agreement, shall forfeit the security amount/EMD of Rs.20,000/- without any further reference to him.

7. The Board provides space, furniture, water, 8 LPG manifold and electricity free of cost in both the office. The 17 items (One hot plant with seven boxes, five working tables, four paramond racks, one steel rack, one washing table with three sinks, two tea container, one gas plant with three burners, chappati dosa plate, one Deep freezer, one hot case, one table size 24" x 48", two wooden show case, intercom, one exhaust fan, shall be provided by Board. The contractor will refill LPG cylinders and arrange utensils, crockery etc at his own cost. He will maintain Canteen and staff employed therein in hygienic conditions and maintain required hygienic and sanitary standards by Govt / local/ board authorities.

8. Only FPO branded cooking medium/ eatables/tea etc will be used. The contractor will serve eatables in good quality crockery. The worker recruited by him for the canteen will be on his roll. He will be responsible to comply all legal provisions like obtaining of licences etc. Board shall not be liable for any civil or criminal liability accrued because of conduct of contractor or its manpower.

All the disputes between Contractor and Board will be settled by the Secretary/Joint Secretary (Admn. & Legal) of the Board whose decision will be final and binding.

### Acceptance of the Tenderer

The terms and conditions enumerated above have read by me/us and are acceptable to me/us.

**AUTHORIZED SIGNATORY  
(FULL NAME WITH RUBBER STAMP OF TENDERERS)**