

SAINIK SCHOOL CHHINGCHHIP
P.O. – THINGSULTHLIAH, DIST : SERCHHIP (MIZORAM), PIN – 796161
E-mail : sainikschoolchhingchhip@gmail.com , Mob. No. 7005618603
Website : sschhingchhip.mizoram.gov.in

REQUEST FOR PROPOSAL (RFP)

Invitation of Bids for 'Mess Catering Services' for Sainik School Chhingchhip, Mizoram (Request for Proposal (RFP) No SSCC/QM/RFP/01/20 CONTRACT dated 10 Feb 2020)

1. Bids in sealed cover are invited for supply of items and execution of works as listed in part II RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below-

(a) Bids/queries to be addressed to:	The Principal, Sainik School Chhingchhip
(b) Postal address for sending the Bids:	As mentioned above
(c) Name /designation of the contact personnel:	Administrative Officer, SS Chhingchhip
(d) Telephone numbers of contact personnel:	7005618603
(e) E-mail id of contact personnel:	sainikschoolchhingchhip@gmail.com

3. This RFP is divided into five parts as follows:-

(a) **Part I**- Contains general information and instruction for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period, Mode of tenders etc.

(b) **Part II**- Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical specifications, and Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to Change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, Should it become necessary at any stage.

PART I- GENERAL INFORMATION

1. Last date and time for depositing the Bids (DDMMYYYY) 09.03.2020 1700 hrs

The sealed Bid should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

The various crucial dates relating to tender are cited as under:-

S No	Contract Details	Date	Remarks
(a)	Date of issue of Tender and Availability	15 Feb 20	On School web site (https://sschhingchhip.mizoram.gov.in) & e-CPPP www.eprocure.gov.in/epublish/app
(b)	Last date of submission of Tender Documents	09 Mar 20 1700 hrs	-
(c)	Mode of submission	-	Offline/Drop in tender box placed at this school
(d)	Date and place of opening of tender	12 Mar 20 1000hrs	Administrative Officer's Office

2. Manner of depositing the Bids : Sealed Bids should be either dropped in the Tender Box in-front of Adm Officer's Office at Sainik School Chhingchhip, or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non –delivery /non receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. Time and date for opening of Bids 12.03.2020 1000 hrs

(If due to any exigency, the due date for opening of the bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the tender Box: Infront of Adm Officer's Office Sainik School Chhingchhip

(Only those Bids that are found in tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid).

5. Place of opening of the Bids: At the office of Adm Officer. The Bidders may depute their representative, duly authorized in writing, to attend of Bids on the due date and time Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. Two- Bid System: Two-bid system will be followed in this case and Technical Bid would be opened first and the Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant suitable after Technical evaluation is done by the Buyer.

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.

7. Forwarding of Bids: Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing all details and as mentioned in Part VI para 9.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarification sought not later than 7 (Seven) days prior to the date of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids:** No bid shall be modified after submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tender will be rejected.

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

13. **Validity of Bids:** The Bids should remain valid till 45 days beyond the last date of submission of the Bids.

14. **Cost of Tender Form:** Bidders are to remit **Rs 300/-** (Rupees Three Hundred only) with Principal, Sainik School Chhingchhip through Demand Draft / Banker's Cheque in favour of "Principal, Sainik School Chhingchhip" payable at **Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)** towards cost of the tender form in any Nationalised Banks.

15. **Filling of Tender Documents:** Filling of all the relevant points of tender documents is mandatory by the Tenderer. Anything missing on the document part will be treated as cancel of complete tender document. Tenderer will not have any right to claim on the subject issue.

16. **Credential of Tenderer:** Tenderer is supposed to submit the all relevant credential document along with the tender form.

PART II-ESSENTIAL DETAILS OF ITEMS/SERVICES

Request for Proposal (RFP) No SSCC/QM/RFP/001/CONTRACT Dated 10 Feb 2020

1. **Schedule of Requirements** – The vendors will submit bids in the following format.

(a) Technical Bid – Specimen of Sainik School Chhingchhip (Mizoram) – Mess Menu 2020-21

Summer	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B/Fast (0715hr to 0735hr)	<ul style="list-style-type: none"> Paratha -03 Aloo Sabji Boiled Egg -01 Tea 	<ul style="list-style-type: none"> Bread 5 Pcs Butter – 20 gms Jam – 20 gms Omellete Tea 	<ul style="list-style-type: none"> Puri & Sabji Boiled Egg-01 Milk/Bornvita 	<ul style="list-style-type: none"> Paratha Aloo Sabji Tea 	<ul style="list-style-type: none"> Fried Rice Aloo Chutney Egg Bhurji Milk/Bornvita 	<ul style="list-style-type: none"> Idli (04 piece) Sambhar Chutney Tea 	<ul style="list-style-type: none"> Aloo paratha Milk/Bornvita Fruit Boiled Egg
Milk Break (1045hr to 1100hr)	<ul style="list-style-type: none"> Samosa and Sauce -01 (100 gms) Hot Milk 	<ul style="list-style-type: none"> Kachori-01(100gms) Hot Milk 	<ul style="list-style-type: none"> Veg Pakora Hot Milk 	<ul style="list-style-type: none"> Jalebi Hot Milk 	<ul style="list-style-type: none"> Samosa and Sauce -01 (100 gms) Hot Milk 	<ul style="list-style-type: none"> Kachori -01 (100gm) Hot Milk 	<ul style="list-style-type: none"> Biscuit Hot Milk
Lunch (1315hr to 1345hr)	<ul style="list-style-type: none"> Plain Rice Mix Veg Masoor Dal Pickle Fruit Green Salad Raw Chilli – 02 Chapati 	<ul style="list-style-type: none"> Poori -04 (50 gms each) Chana Masala Fried Rice Pickle Papad Green Salad Raw Chilli – 02 	<ul style="list-style-type: none"> Plain Rice Pickle Masoor Dal Finger Chips Fruit Green Salad & Tomato Chutney Raw Chilli – 02 Chapati 	<ul style="list-style-type: none"> Plain Rice Aloo Beans Curry Masoor Dal Pickle Papad Green Salad Raw Chilli – 02 	<ul style="list-style-type: none"> Plain Rice Finger Chips Chana Dal Pickle Fruit Green Salad Raw Chilli – 02 Chapati 	<ul style="list-style-type: none"> Plain Rice Mix Veg Curry Tomato Chutney Pickle Green Salad Raw Chilli – 02 	<ul style="list-style-type: none"> Plain Rice Chicken Curry/Aloo Paneer-110gms Moong Dal Green Salad Fruit Raw Chilli – 02
Juice Break (1645hr to 1700hr)	<ul style="list-style-type: none"> Nimbu Pani Pakora 	<ul style="list-style-type: none"> Juice Boiled Ground nut 	<ul style="list-style-type: none"> Juice Boiled Kala Chana 	<ul style="list-style-type: none"> Nimbu Pani Raw Kala Chana 	<ul style="list-style-type: none"> Juice Boiled Ground Nut 	<ul style="list-style-type: none"> Juice Biscuit - 02 	<ul style="list-style-type: none"> Juice Boiled Ground nut
Dinner (2000hr to 2030hr)	<ul style="list-style-type: none"> Plain Rice Chapati Rajma Fish Chilli/Aloo Paneer -110 gms Gulab Jamun – 01 (50 gms each) Raw Chilli - 02 	<ul style="list-style-type: none"> Plain Rice Chapati Masoor Dal Aloo Matar Paneer -110 gms Tomato Chutney Jalebi Raw Chilli – 02 Sewai Kheer 	<ul style="list-style-type: none"> Plain Rice Chapati Chana Dal Curry Chicken /Aloo Paneer-110 gms Shahi Toast Raw Chilli - 02 	<ul style="list-style-type: none"> Plain Rice Chapati Arhar Dal Black Chana With Potato Tomato Chutney Fruit Custard Raw Chilli - 02 	<ul style="list-style-type: none"> Plain Rice Chapati Masoor Dal Chicken Chilli /Mix Veg With Mushroom – 110 gms Halwa Raw Chilli - 02 	<ul style="list-style-type: none"> Plain Rice Chapati Urad Dal Pork Fried/Aloo Matar Paneer – 110 gms Suji Halwa Raw Chilli - 02 	<ul style="list-style-type: none"> Plain Rice Chapati Arhar Dal Egg Curry (02 Eggs) Kheer Raw Chilli – 02 French Fries

Vendor Signature with rubber stamp

**SCALE OF RATIONS TO BE COOKED AND SUPPLIED FOR DINING MEMBER PER DAY –
CATERING SERVICES 2020-21**

Ser	Item	Quantity (per day)	Brand of products	Compliance YES/NO
(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 / NatureFresh/ 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 in 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 paratha 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 varieties 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) Mousami - Maximum 07 Per Kg
11. Poha to be prepared with Onion, Groundnut / Green peas / Cauliflower.
12. Khichdi to be prepared with Gobi, Potato, GreenPeas, 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.

(b) Commercial Bid

Sr. No.	<u>Name of Item</u>	<u>Quantity</u>	<u>Brands</u>	<u>Rates in Rs.</u>
1.	Meals for cadet (as per attached menu)	Per day per cadet		
2.	Party Normal (Sahi Paneer, Chicken Curry, Purrie, Dal Arhar, Mix Veg, Raita, Salad, Papad, Ice Cream cup/Rasmalai	Per Plate		
3.	Party VIP Menu (Butter Chicken, Sahi Paneer , Mix Veg, Dal Makhni, Salad, Papad, Zeera, Rice, Tandori Naan/Missi Roti, Rasmalai/Pastry/Ice Cream, Raita, Papad	Per Plate		

- As per Menu and technical bid attached.
- On occasion of 26 Jan, 15 Aug and founders Day special lunch to all members of the school, families of staff and students of Sainik School Chhingchhip will be provided free of cost. **NO ADDITIONAL CHARGES WILL BE LEVIED BY THE CONTRACTOR.**

Vendor Signature with rubber stamp

- No. of Covers:** No of Covers should be two (02). Pre Qual/Technical bid and Commercial Bid should be in separate envelope. Super scribe the Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.
- Technical Details:**
(Detail Tec Specification of item to be purchased/Service): Clear details of items are mentioned in the schedule of requirements.
- Delivery 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 Chhingchhip. The Contract can be cancelled unilaterally by the Principal, Sainik School Chhingchhip 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 Chhingchhip.
- No revision of rates will be permitted once the contract is entered into.**
- Items supplied against the supply order issued by the Principal, Sainik School Chhingchhip (Mizoram) will be inspected on receipt and items found damaged or inferior items will have to be replaced by the supplier and cost of delivery will be borne by the supplier.**
- The items will be ordered anytime throughout the period of contract and the supplier will execute the order as per the terms and conditions.**

8. While quoting the prices, tenderers must bear in mind that sub-standard/adulterated items will not be accepted and therefore prices for genuine quality of items should only be quoted. The rates quoted should be inclusive of all charges at net supply rates at Sainik School Chhingchhip (Mizoram). Price of each item should be legibly written in figures. Any correction/alteration made in the tender form without authentication will not be accepted.

9. **Consignee details -** Principal
Sainik School Chhingchhip,
P.O. – Thingsulthlah,
Distt- Serchhip (Mizoram),
Pin. 796161.

10. Container Pack – (As per requirement)

PART III – STANDARD CONDITIONS OF RFP

1. **Legal Jurisdiction:** All disputes will be subject to Serchhip, Mizoram jurisdiction only.

2. **Liquidated damages:** In the event of the seller'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 Supply Order, the Buyer may, at his discretion, withhold any payment until the completion of the Supply Order. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the Supply Order 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.

3. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs 3,00,000.00/- (Rupees three lakh only)** along with their bids. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. EMD should be through Bank Draft/Account Payee Demand Draf/Bankers Cheque drawn in favour of **Principal Sainik School Chhingchhip payable at Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)**. Micro and Small Enterprises as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from paying EMD.

4. **Performance Bank Guarantee:** The successful bidder will deposit an amount of **Rs 7,50,000/- (Rupees Seven lakh fifty thousand only)** on award of contract. The EMD of the bidder will be returned to him post deposit of Performance Bank Guarantee. PBG should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. EMD should be through Bank Draft/Account Payee Demand Draf/Bankers Cheque drawn in favour of **Principal Sainik School Chhingchhip payable at Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)**.

5. **Termination of the Contract:** The Buyer shall have the right to terminate this contract in part or in full in any the following cases:-

- (a) The delivery of the material is delayed for not attributable to Force Majeure for more than (01 month) after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.

- (c) The delivery of material is delayed due to causes of Force Majeure by more than 01 month.
- (d) The Buyer has noticed that the Seller has utilized the services of any Indian/foreign agent in getting this Supply Order and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller 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 Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or Otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

9. **Notices :** Any notice required or permitted by Supply Order 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.

10. **Taxes and Duties:**

(i) The price quoted by the Bidder should be inclusive of GST and all other taxes applicable. In the absence of detailed stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.

(iii) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes liveable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

iv) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

11. **Inspection of Items & Work:** The items being supplied and works being carried out will be inspected by a board of members of SSCC as nominated, on behalf of the Principal. A joint inspection will

be carried out on completion of the work and works completion certificate needs to be issued by the Board for processing of payment.

12. **Payment Terms:** Standard Payment terms, as indicated below, will be incorporated in the Rate Contracts:-

(a) It is mandatory for the Bidders to indicate their bank account numbers with IFS Code and other relevant payment details so that payments could be made through NEFT/ Cheque / Bank Transfer / ebanking. The applicable bank charges will be borne by the vendor.

(b) 100 % against post inspection delivery at Sainik School Chhingchhip.

PART IV – SPECIAL CONDITIONS OF RFP

1. 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 Chhingchhip as he may think fit and his decision will be final.

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

3. 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).

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

5. 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.

6. 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.

7. 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.

8. 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.

9. **List of documents to attached:**

(a) **Cost of tender form in the form of demand draft for Rs 300/- drawn in favour of the Principal, Sainik School Chhingchhip. (cost of tender form is non refundable).**

(b) **Certificate of proprietorship/partnership deed, etc if any.**

(c) **Certificate of registration from the state/central govt to do outdoor catering Service business.**

(d) **TIN/VAT/GST registration certificate.**

(e) **ITR - for last three years (tenderer should be a tax payee).**

(f) **Proof of experience for last three years in the particular business, especially in a reputed educational instituion.**

(g) **Pan card.**

(h) **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 (Serchhip District) labour Department, the contractor would be given 45 days) time for applying/submitting the same)

(i) Food license for outdoor catering services other than shop from competent Authority.

(j) Service tax number for outdoor catering services from the competent authority.

10. The maintenance of items and equipment provided by the school 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.

11. 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).

12. 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.

13. 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.

14. The Menu may be changed on weekly/fortnightly/monthly basis within the same rate/quantity as per the recommendations of the Mess Committee. There will be Dinner Night once in a month, for this menu will be change accordingly.

15. Bills in duplicate may be submitted after every 10 days. 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.

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

17. 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.

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

19. 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.

20. On occasion of 26 Jan, 15 Aug and founders Day special lunch to all members of the school, families of staff and students of Sainik School Chhingchhip will be provided free of cost. NO ADDITIONAL CHARGES WILL BE LEVIED BY THE CONTRACTOR.

21. 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.

22. The mess contractor / his representative will get the food tasted by the 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. 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.

23. 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.

24. Engagement of required staff – will be intimate to the awardee by school authority.

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

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

27. Kitchen equipment, gas cylinder bank and dininghall 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.

28. 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.

29. 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.

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

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

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

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

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

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

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

37. 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.

38. **Transportation:** Seller will bear the costs and freight necessary to bring the goods to Sainik School Chhingchhip.

39. **Quality Assurance :** The item should be of the latest manufacture, conforming to the current production standard and preferably having 100% defined life at the time of delivery.

40. **Paying Authority:** Principal, Sainik School Chhingchhip

PART V – OTHER DETAILS

1. **Legal addresses of Buyer and Seller.**

SELLER

BUYER

**Sainik School Chhingchhip
Chhingchhip
PO : Thingsulthliah, Pincode - 796161
Serchhip District
Mizoram**

**(Pankaj Rawat)
SqN Ldr
Adm Officer
For Offg Principal**

APPENDIX 'A'

**FORM TO BE COMPLETED BY THE TENDERER FOR SUPPLY OF ARTICLES TO
SAINIK SCHOOL CHHINGCHHIP**

1. Name of the Firm/Individual:
2. Address: Head Office/Registered Office :.....
3. Branches :.....
4. (a) PAN No..... (b) GST/ TIN No
5. Telephone/Telex No/Fax/Mobile No :.....
6. E-mail ID for online supply order.
7. Is your firm registered under
 - (a) The Indian Companies Act 1918 :.....
The Companies Act 1956
 - (b) The Indian Partnership Act 1932 :.....
 - (c) The Indian Factories Act :.....
 - (d) Any other Act :.....
8. Name and Address of your bankers -.....
stating the name in which account stands (A/c No. & IFSC code of the Bank).
9. Are you in the Central/State Govt. list :.....
of approved contractors if so give details
10. Are you financially solvent :.....
11. Articles in which the applicant usually deals
and the length of the applicants experience in trade
12. **DECLARATION**

I/We.....
(Give Name of Partners/properties or share holders in case of Firm) do hereby declare that the entries made in the application form are true to the best of my/our knowledge.

NOTES: All subsequent changes in the construction or working of firm, affecting the accuracy of the answers now given, should be promptly communicated to the school authority.

(Signature of the Tenderer)