

TENDER DOCUMENTS FOR
SCHOOL CAFETERIA



Ajanta Public School

SECTOR 31, GURUGRAM CBSE AFFILIATED A MICROSOFT SHOWCASE SCHOOL

APS: Admin: 0103/Cafeteria Contract: 2025-26 Dated: January 29, 2025.

TENDER DOCUMENT

SUBJECT: Awarding of Cafeteria Contract for the period of 1 Year from the date of the contract.

Sir/Madam,

Please find enclosed herewith the tender documents for running of Cafeteria at Ajanta Public School, Sector 31, Gurugram. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, Ajanta Public School, Sector 31, Gurugram should reach latest by 11:00 am of 08.02.2025.

In case of any query or clarification related to location, space etc., please feel free to visit the school premises.

(PLEASE SUBMIT ALL THE PAGES CONTAINED IN THIS DOCUMENT ANNEXURE I & II DULY SIGNED & SEALED.)

Earnest Money: Rs. 2000/- (Rupees Two Thousand Only) to be paid by Demand Draft in favour of Ajanta Public School.

**DIRECTOR PRINCIPAL
AJANTA PUBLIC SCHOOL
SECTOR 31, GURUGRAM.**

Enclosure: Tender Document.

Tender form to be submitted by the Tenderer

1. Name of the Firm _____
2. Address _____
3. Contact No: _____
4. Registration/License No. _____
(Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
5. PAN No(Copy to be Enclosed)
6. GST No:(Copy to be Enclosed)
7. Year of Establishment _____
8. Contracts executed till date (Experience): _____
9. (Nature thereof): Govt./Semi Govt./Private
Please give details of contracts executed in a separate sheet, along with documentary proof if there are any thereof.
 - (i)
 - (ii)
 - (iii)
 - (iv)
10. Present assignment in hand: Govt./Semi. Govt./Private.
 - (i)
 - (ii)
 - (iii)
 - (iv)
11. License Fees per year ₹ _____ to be paid by contractor/cafeteria owner to the school authority.
12. All the items and conditions, as mentioned in the Tender Form, are acceptable to me / us.

Date:

Signature of the Tenderer With stamp

**TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CAFETERIA IN AJANTA
PUBLIC SCHOOL, SECTOR 31, GURGAON(H.R.)-120001
(Please submit this document duly signed along with tender papers)**

1. The agreement shall be valid initially for a period of 1 Year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the school authority.
2. The contractor should have valid food/catering, or any necessary license or permission required for running a school CAFETERIA. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The contractor will supply only such items specifically approved by the Director Principal, Ajanta Public School, Gurgaon and as directed by the CBSE for the school CAFETERIA.
4. The contractor will be responsible for providing all food items mentioned in Annexure-III.
5. The building for CAFETERIA will be provided on maintenance fee/royalty/license fees by the school. The contractor will be responsible for proper handling and safe custody of the room. Repair and maintenance of the equipment will be carried out by the contractor, and he will not claim any reimbursement of expenses on this account.
6. In case of any food poisoning/contamination the contractor will be held fully responsible, and he will bear all the expenses caused due to food poisoning/contamination.
7. The Contractor will employ adequate number of staff to maintain efficiency.
8. All people engaged by the contractor shall be the contractor's own employees and they will claim no privileges from Director Principal, Ajanta Public School, Gurgaon. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
9. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
10. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head cover etc. in the kitchen as well as the CAFETERIA hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
11. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the CAFETERIA hall and connected services by the contractor and workers engaged by contractors including those responsible for collection of used utensils and periodic disposal of waste and refuse.

12. The CAFETERIA shall be opened for catering during School hours on all working days and will be closed maximum after one hour after the school is over.

13. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Ajanta Public School, Gurgaon and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.

14. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for Ajanta Public School, Gurgaon CAFETERIA. Any addition/deletion must be communicated to the Director Principal, Ajanta Public School Gurgaon. At least one out of all employees should be female.

15. The police verification documents of the people deployed should be deposited by the contractor within 15 days of deployment to the administrative office of Ajanta Public School, Gurgaon, otherwise the person will not be allowed to work in the school and the contractor will replace him immediately with the person whose verification is completed.

16. Ajanta Public School, Gurgaon, shall have the right to search for the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by Ajanta Public School, Gurgaon.

17. Ajanta Public School, Gurgaon representatives reserve the right to take samples of the edibles/raw material from the CAFETERIA for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.

18. The CAFETERIA Management Committee will be nominated by Ajanta Public School, Gurgaon, to inspect and oversee the functioning of CAFETERIA with a view to ensure hygiene and sufficient service in the CAFETERIA. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, the In-charge of the CAFETERIA Committee with the approval of the chair can impose a fine up to Rs. 5000/-at one time to be recoverable from bills due to the contractor.

19. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the CAFETERIA premises.

20. **Security Deposit**: The successful Contractor will deposit with Ajanta Public School, Gurgaon, a sum of ₹ 10,000/- (Rupees Ten Thousand Only) as bid security. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest. Earnest money of successful bidder will be adjusted in security deposit.

21.
 - a) The contractor shall not sublet or assign the license or use the space provided for running the CAFETERIA for purposes other than running CAFETERIA and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the CAFETERIA nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the school Principal.
 - b) The contractor shall be responsible for all damages or losses to Ajanta Public School, Gurgaon, property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
 - c) Ajanta Public School, Gurgaon will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the CAFETERIA premises including kitchen and other rooms.
22. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by Ajanta Public School, Gurgaon and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of **Director Principal**, Ajanta Public School, Gurgaon shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the Ajanta Public School, Gurgaon property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
23. In case of any dispute the decision of Director Principal, Ajanta Public School, Gurgaon will be final and binding on the Contractor.
24. The Contractor has bare permission only to run a CAFETERIA in the Ajanta Public School, Gurgaon premises during the contract period and nothing contained in this document shall be construed as demise in law of the said Ajanta Public School, Gurgaon premises or any part thereof and shall not give any legal title or interest to the Contractor.
25. The vendor preferably should have worked experience in catering or running the CAFETERIA in various offices for at least 6 months.
26. The CAFETERIA Contractor will arrange all crockeries /utensils, Gas connection, oven, Microwave, Fridge, Mixer grinder, dustbins or any other gadgets/ equipment for the purpose of making serving food items.
27. The Contractor shall make all standard seating arrangements at own cost if required.
28. School shall provide the basic amenities like water and electrical fittings, Basin and the room for CAFETERIA. All other fixtures and fittings must be arranged by the contractor.

29. The contractor shall have to arrange a proper and scientific method for smoke outlet and garbage disposal. No garbage will be disposed of other than the specified place of the school campus. It will be sole and prime responsibility on the part of the contractor to keep the surroundings of the CAFETERIA clean and hygienic. No water logging at the outlets shall have to be cleared immediately.
30. All oils, butter, spices and other edible items must be ISI / Agmark approved.
31. All packed food like biscuits/ cakes etc. to be sold as per MRP only.
32. No such packaged food as desired & forbidden by the authority of the school shall be allowed to sell in the CAFETERIA.
33. The contractor should provide firms with PAN & GST Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.
34. Rate list of items to be approved by the School Authority after finalization of the tender.
35. Documents to submit:
 1. Copy of PAN Card and GST Registration
 2. Copy of FSSAI Certificate
 3. Firm Registration Certificate
 4. Experience Certificate etc.
36. The license given to the highest bidder shall operate for a period of one year from the date of the agreement, during that period one month notice on either side can be given to terminate the contract agreement.

Terms and conditions mentioned above are accepted by me.

(Signature of Contractor)

Witnesses

1.

2.

