

Sanskriti School

Dr. S. Radhakrishnan Marg,

Chanakyapuri, New Delhi -110 021

NOTICE INVITING TENDER

Sealed tenders are invited in two bid system i.e. Technical Bid (Appendix-A) and Financial Bid (Appendix-B&C) from experienced and reputed vendors/agencies for providing Canteen Service to Sanskriti School at Chanakyapuri on the terms and conditions given below.

The agencies should have minimum annual turnover of Rs.20.00 lakh each during the last three years. The agencies shall give a proof in support of the same in the Technical Bid.

The vendors/agencies should visit the school premises to see the area, space and other facilities available for providing canteen service before submitting their quotes.

Name of job/work: Providing Canteen Services to Sanskriti School

Last date & Time of submission of Tender: 1430 hrs. on 20.04.2026

Time & date of opening of Tender: 1500 hrs. on 20.04.2026

Terms and Condition: -

1. The tenderers should submit the details about the agency as per Appendix-A (Technical Bid) namely its status, constitution, year of inception, annual billing etc. and whether registered with Employees Provident Fund and ESI authorities. It shall be accompanied by details as required in Para 9 below.
2. The Financial Bid shall be submitted in two parts (Appendix-B & C). Part-I (Appendix-B) shall comprise of the menu offered with rates of each item starting from morning till afternoon for the students and staff with options to the school to choose from. In Part-II (Appendix-C), the tenderers shall indicate the amount of maintenance charges to be paid to the school. The maintenance charges shall be excluding the electricity, water and PNG charges which will be recovered from the vendor/agency as per actual consumption.

3. The tenders should reach the office of the Principal, Sanskriti School by 1430 hrs on and the Technical Bids (Menu) shall be opened on the same day at 1500 hrs in the Board Room of the School in the presence of those agencies or their representatives who choose to be present. Financial Bids of only those agencies will be opened who have qualified in Technical Bid. Financial Bid will be opened after approval of Technical Bid and technically qualified agencies shall be informed by e-mail/telephone/post about date and time of opening of financial bid.
4. The rates quoted in the menu should be inclusive of all taxes and duties as applicable.
5.
 - a) Appendix-A shall not be altered by the tenderer. Details of additional items offered with their rates will be added at the bottom of the table.
 - b) The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein: otherwise, the tender is liable to be rejected.
 - c) The tender is liable to be rejected if complete information is not given there-in, or if the particulars and data (if any) asked for are not furnished.
 - d) Individuals signing the tender or other documents, connected with the tender must specify whether he/she signs as:
 - i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - ii) A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
6. The tender shall be submitted in two sealed envelopes marked as (i) Technical Bid, and (ii) Financial Bid and both the envelopes shall be placed in one envelop superscribed as "Tender for Catering Services" addressed to the Principal, Sanskriti School, Dr. S. Radhakrishnan Marg, New Delhi and be deposited with Receptionist, Sanskriti School latest by 1430 hrs. on 20.04.2026.
7. The bid should be valid for at least 30 days from the date of opening of the tender. In case of the successful tenderer, rates quoted shall be valid for the entire period of the contract. No escalation shall be payable due to any increase in rates of materials.
8. Sanskriti School reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

9. The tender shall be accompanied by the relevant documents including the following:
- i) Certificate in support of experience for having undertaken similar work along with a list of organizations where the tenderer is currently providing / has provided such services.
 - ii) Photocopy of certificate secured by tenderer and / or his employees in respect of any diploma / specialization in Catering.
 - iii) Copy of requisite certificate/registration from FSSAI.

General Instructions:

1.
 - a) The contractor shall be responsible for engaging adequately trained manpower required for providing good, hygienic and healthy food to the students and staff of the school at reasonable price.
 - b) Maintaining the highest standard of hygiene and cleanliness while procuring, preparing, cooking, serving & storing the food/food stuff, is of utmost concern for the School. The Principal of the School reserves the right to cancel the contract at any moment if the contractor is found to be compromising with the hygiene and cleanliness in any manner.
 - c) The contractor shall be fully responsible about the conduct of his employees and ensure that their behavior with the school staff and students is polite and cordial. The decision of the school in this regard shall be final and binding on the contractor.
 - d) The contractor will, prior to the commencement of the operation of contract, make available to the school the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees.
 - e) The contractor shall further be responsible for discipline of the employees engaged by him.
 - f) All workers engaged by the contractor shall wear a neat and clean uniform approved by the Principal. Each worker will be provided with adequate number of uniforms by the contractor.
 - g) The canteen employees will carry and display the identity card issued by the School Principal or her authorized representative at all time.
2.
 - a) Care must be taken while carrying out the canteen services that no fittings, fixtures, furnishings are damaged. Any damage done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Principal, Sanskriti School in this regard shall be final and binding on the contractor.
 - b) All works shall be carried out with due regard to the convenience of the school.
 - c) The vendor/agency will work in close co-operation and co-ordination with other agencies working at site.

- d) All the dry and wet waste generated must be cleaned and disposed off as per the direction of the Principal. No extra cost shall be payable on this account.
 - e) The contractor shall follow the prescribed norms regarding segregation and disposal of dry and wet waste.
 - f) The contractor shall bring in all the cooking equipment/apparatus, freezers/deep freezers, counters, crockery etc. required for running the canteen.
 - g) Use of non-biodegradable items shall be strictly prohibited. As far as possible, the contractor shall provide washable and reusable crockery.
 - f) All the material to be used in the Canteen shall be got approved by the Principal before starting the work.
 - g) Packaged food items sold in the canteen must be conforming to health dietary practices/norms and shall not contain prohibited/unhealthy oils, salts/chemicals etc. The decision of the School Principal shall be final in this regard.
3. The employees of the vendor/agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases.
 4. The vendor/agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, including food safety, and labour laws in force for the time being in the Union Territory of Delhi.
 5. The provisions of this tender document/agreement shall be governed by and, construed in accordance with the Indian law. Any dispute, controversy or claims arising out of or relating to this agreement or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996. The arbitrator shall be appointed by the Chairperson, Civil Services Society.
 6. The place of arbitration shall be New Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made, in New Delhi.
 7. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The rights and obligations of the Parties under, or pursuant to, this Clause, including the Arbitration Agreement in this Clause, shall be under the exclusive jurisdiction of the Courts located at New Delhi.

Additional Conditions

1. The workmen employed by the vendor/agency shall not be related in any matter to the school staff.

2. The vendor/agency shall ensure that either he/she himself or his/her representative is available for proper administration and supervision of the canteen services at all times.

Appendix-A

Technical Bid

A. Eligibility Criteria:

1. Name of the vendor/agency :
2. Status of the vendor/agency – whether privately Owned, partnership or limited Co. :
3. Year of establishment :
4. Location / Permanent Address :
5. Annual turnover / billing :
6. No. of permanent staff :
Supervisors
Clerical / Billing Staff
Catering staff
Housekeeping staff
7. No. of casual employees :
8. Experience of catering – give here the details of jobs of similar nature performed during the last three years (If necessary – attach a separate sheet giving details of clients, year, annual turnover etc.) :
9. Copies of work orders/certificates of completion :

from the clients served.

10. Photocopy of certificate secured by vendor and / or his employees in respect of any diploma / specialization in Catering. :
11. Equipment in possession of the agency - Give particulars of the machines, equipment, apparatus with their make and year of purchase etc. :
12. Details of registration with ESI /EPF/Labour Deptt. :
13. PAN No. :
14. GST No. :
15. Existing FSSAI Registration No. (Upon award of tender, the vendor will have to obtain a fresh registration for the Sanskriti School Canteen) :

Financial Bid – Part I

S. No.	Item	Rate
	Combo Meal	
1.	Rajma Rice	
2.	Chhole Rice	
3.	Pao Bhaji	
4.	Fried Rice with Manchurian	
5.	Chhole Kulcha/Mutter Kulcha	
6.	Sambhar –Dosa	
7.	Idli/Vada – Sambhar	
	Italian/Mexican/Chinese	
8.	Penne Pasta Cooked in Tomato Basil sauce	
9.	Penne Pasta Cooked in white sauce	
10.	Macroni with vegetables	
11.	Vegetable Nuddles	
12.	Pizza	
	Snacks	
13.	Honey Chilli Potatoes	
14.	Veg Paneer Sandwich	
15.	Veg Sandwich in Brown Bread	
16.	Stuffed Kulcha	
17.	Vada Pao	
18.	Bhelpuri	
19.	Paneer Kathi Roll	
20.	Bread Pakoda	
21.	Samosa	
22.	Cutlet	
23.	Fast Track Lunch	
24.	Dahi Bhalla with Papdi Chaat	
25.	Dahi Papdi Chaat	
26.	Umang Lunch (Combo Meal at subsidized rates for Umang Children)	
	Beverages	
27.	Milk Products Verka/Amul/Mother Dairy	
28.	Brewhouse Ictea	
29.	Tropicana/Real/Pepperboat Juices	
30.	Flavoured Milk	
31.	Yogurt	
32.	Fresca	
33.	Tea & Coffee	

34.	Cookies & Biscuits	
35.	Cookies	
36.	Biscuits (Parle, Britannia, Hide & Seek, Unibic, Oreo, Sunfeast, Chocochip)	
37.	Chips/Nachos/Kurkure/Twisters	
38.	Popcorn	
	Any other item(s) which the vendor may like to offer	
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		

Note:

1. The menu is tentative only and the day-wise final menu will be decided by a Committee to be constituted by the Principal for the purpose.
2. The vendor may give details of additional items offered with their rates at the bottom of the table. But it must be a mix of healthy Indian and continental dishes with fresh/green vegetable rich in content.
3. Packaged food items sold in the canteen must be conforming to health dietary practices/norms and shall not contain prohibited/unhealthy oils, salts/chemicals etc. The decision of the School Principal shall be final in this regard.

Financial Bid – Part II

Maintenance Charges which the vendor will pay to the School:

Rs.....(in figures and words)
per month.

Note: Electricity, Water& PNG charges will be payable by the vendor in addition to the maintenance charge and will be charged from the vendor as per actual consumption.

Signature of authorized signatory

Name of the Vendor/Firm with office seal