

REQUEST FOR PROPOSAL FOR OPENING OF TUCK SHOP
IN SCHOOL PREMISES

(TENDER DATED _____ Nov2024)

1. Sealed Tenders/Quotations are invited in for opening of Tuck Shop (Wet Canteen) in Army Public School, Chandimandir Cantt for sale of eatable items to students and staff. Tender for "**OPENING OF TUCK SHOP**" is to be clearly written on top of the sealed envelope that contains the tender document. Sealed Tender is to be addressed to the Principal, Army Public School, Chandimandir Cantt.

2. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below:-

- (a) Bids/queries to be addressed to : The Principal,
Army Public School,
Chandimandir Cantt
- (b) Postal address for sending the Bids : The Principal,
Army Public School,
Chandimandir Cantt
District Panchkula,
Haryana-134107
- (c) Contact number for clarifications, if any, should be made by contacting the office. Interested / eligible firms desirous of undertaking /execution of the contract may visit the school on any working day between 0900h to 1300h upto three working days prior to bid closing date. : 8650505619 / 9501022756
- (d) e-mail ID of contact personnel : principalapschm@yahoo.co.in

3. You are to sign with date on the tender and terms & conditions pages and duly stamp them along with signature, name and address on all pages of the bid document(s). You are not to make any alteration or addition to any of the documents connected with the tenders.

4. Your offer is to remain valid for a minimum period of 90 days from the date of Bid opening.

5. This RFP is divided into three Parts as follows:-

- (a) Part I - Contains General Information and Instructions of RFP
- (b) Part II - Essential Technical Evaluation/Terms & Conditions (Four Pages)
- (c) Part III- Sample Agreement (Three Pages) including Safety Clause

6. This RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. The school also reserves the right to withdraw the RFP, should it become necessary at any stage.

7. The approval or rejection of tenders, rests with the School Management of Army Public School, Chandimandir Cantt who reserves the right of rejecting any tender in whole or in part without assigning any cause. The highestbidder will not necessarily beaccepted.

8. Please return this letter duly signed along with the complete Tenderdocuments.

xx sd- xx
(Mrs Suman Singh)
Principal

I / We / am / are in possession of complete set of tender documents / forms issued by you and have understood and agree to abide by the above-mentioned terms and conditions as well as those contained in the contract forms. The attached tender form, duly completed and signed is submitted herewith.

Station : _____

Date : _____

Signature ofTenderer(s)_____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.)
Contact No.

(RUBBERSTAMP)

PART I – GENERAL INFORMATION

Sealed Tenders are invited for **opening of tuck shop in school premises** for sale of eatable items to students and staff of Army Public School, Chandimandir Cantt, Panchkula (Haryana). Firms fulfilling the conditions and capable to undertake the project may submit bid form with the requisite documents such as GST etc. Tender is to be kept in sealed cover with super scribing of "**OPENING OF TUCK SHOP**".

1. **Last Date & Time for Depositing the Bids.** The last date for depositing of Tender will be on **30 Nov 2024 at 1500 hrs.** The sealed Tenders should be deposited/received by due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of Depositing the Bids.** Sealed Bids should be either dropped in the Tender Box at the school or sent by registered post at the address given above so as to reach by the due date and time.
3. **Time & Date for Opening of Bids.** Bids will be opened on **02 Dec 2024 at 1300 hrs** and analysed by a Board of Officers suitably nominated. If due to any exigency, the due date for opening of the Bids is a declared closed holiday, the Bids will be opened at the same time or on any other day/time, as intimated by the school.
4. **Validity of Bids.** The Bids should remain valid for a period of 90 days from the last date of submission of the Bids.
5. **Past Experience.** Experience of at least **05 years** services in providing contract to major organisations/institutes including Army, Navy or Indian Air force is to be substantiated with a certificate issued by the organization.
6. The School Management shall have the right to accept or reject tender bids without assigning any reason thereof, whatsoever.
7. **EARNEST MONEY DEPOSIT.** Bidders are requested to submit earnest money deposit for an amount of ₹ 10,000/- (₹ Ten thousand only) along with their bids. Earnest money deposit shall be paid in favour of Army Public School Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir/Chandigarh.

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.)
Contact No.

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PART-II

ESSENTIAL TECHNICAL DETAILS OF ITEMS UPON SERVICES REQUIRED

TECHNICAL EVALUATION PROFORMA

Ser No	Description	Clauses as per RFP	Compliance with TE Specification whether Yes or No (Number to be Mentioned Where Applicable)	In case of Non-Compliance Deviation from TE Specification to be indicated in Unambiguous Terms
	1	2	3	4
1.	Firms Name	Owner & Contractor Name		
2.	Firm's Details	Firm's Address, Telephone, Cell Phone No.		
3.	PAN Details	Copy of PAN		
4.	GST Details	Copy of GST No.		
5.	Bank Details	Bank A/c No and Name & address with IFSC code		
6.	Experience (Min. 05 years)	Bidder should have executed such projects. Supporting proof to be submitted.		

Station : _____

Date : _____

Signature of Tenderer(s) _____
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(i.e. Proprietor/Partner/Authorized Attorney etc.)
Contact No. _____

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PART-II

ESSENTIAL DETAILS OF TERMS AND CONDITIONS UPON SERVICES REQUIRED

FOR CONTRACT FOR OPENING OF CANTEEN IN SCHOOL PREMISES

Selling of eatable items to the Students and Staff from Class I to XII (3700 + Students)

1. One Time Rebate (If any) for the Development of the School.
2. Monthly Rebate to the school for maintaining the infrastructure used by the Shop Keeper / Contractor.
3. The items sold should be qualitative keeping in view of health and hygiene of the students. **Cooking is not allowed in the Tuck Shop/School Premises.**
4. The contractor shall maintain the quality in preparation of articles, constant supply of fresh items. There shall be no compromise in regard to the quality of items to be sold in the Canteen premises. Selling of intoxicated items like Alcohol, Tobacco, Gutka, Pan and Cigarettes etc. will not be allowed.
5. The contractor shall maintain full hygienic conditions in the Canteen, in storage, preparation and servicing of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, so as to maintain the standard and aesthetic value in the Canteen. The contractor shall also have to make own arrangements for safe storage of materials including the food items.
6. Garbage and waste disposal should be done as per the institute norms. Pest/ rodent control should be done regularly every six months.
7. Old/stale and expired items (i.e. beyond expiry date) will not be kept in the canteen.
8. Materials used for the purpose of tea, coffee, spices, foodstuff, etc. should be of good quality and before expiry date. In case of violation, strict legal action will be taken.
9. Usage of plastic bags shall not be allowed under any circumstances, whatsoever. Use of Paper bags/plates/cups/etc. is encouraged.
10. The contractor shall employ only such persons in running the canteen who are careful, skilled, experienced in their trades, dutiful, sober, well behaved and rules compliant.
11. Worker(s) in the canteen shall be deployed after his/her deployment is cleared by the Estate Office and for this purpose, the contractor shall provide the details of them in the given format.
12. The contractor shall neither employ any child nor any worker who is below 18 years of age.
13. The contractor is required to get the medical checkup done of all of his workers and submit their fitness certificate in the school office.
14. All the workers shall invariably carry their ID Cards (to be provided by the contractor at its own cost) and shall be produced to the security personnel and other Institute's authorities, whenever asked for.

15. The bearers of servicing in Canteen will have to be provided uniforms by the contractor during the working hours at own cost and they will be unfailingly required to wear the uniforms in neat and tidy manner during working hours.

16. The service provider will take all necessary precautions against fire hazards.

17. The rate list and menu as approved by the school should be displayed clearly daily. The canteen committee should duly approve any change in the rate list or item.

18. The canteen committee of the school has the right to have surprise visits to check the quality of food, services, cleanliness of the canteen and report to the principal. Feedback from the students, staff and faculty will be studied and accordingly the canteen committee will advise the service provider.

19. The service provider shall quote the rates and the same are to be approved by canteen committee. Rate list is to be displayed on the notice board at canteen.

20. The contractor shall maintain a complaint book in the canteen wherein the consumers may register their complaints. The complaint book shall be produced every month on the first working day to the Principal for necessary action.

21. List of items to be sold in the Canteen is as follows:-

Ser No	Name of Item	Rate per item (Rs)	Remarks
(a)	Tea per cup		
(b)	Coffee per cup		
(c)	Aloo Tiki per piece		
(d)	BhelPuri per plate		
(e)	Bread Pakora per piece		
(f)	Bread Roll per piece		
(g)	Burger (Veg) per piece		
(h)	Dahi Vada per plate		
(j)	Dal vada per plate		
(k)	Hot Dog (Veg) per piece		
(l)	Idli with Chutney per plate		
(m)	Idli with Sāmbhar per plate		
(n)	Masala Dosa with Sambhar & Chutney		
(o)	Mirchi Vada		
(p)	Samosa with Sauce per piece		
(q)	Samosa with Chana per piece		
(r)	Sandwich (Cold / Grilled)		

Ser No	Name of Item	Rate per item (Rs)	Remarks
(s)	Vada with Chutney per plate		
(t)	Vada with Sāmbhar per plate		
(u)	Vegetable Pakora (Mixed 100g)		
(v)	Fruit Juice branded packed		
(w)	Lassi Branded Packed		
(x)	Namkeen branded packed		
(y)	Biscuits branded packed		
	In case of any other item please attached separate sheet		

Station : _____

Date : _____

Signature of Tenderer(s) _____
 (Name & Address in full and Capacity)
 (i.e. Proprietor/Partner/Authorized
 Attorney etc.)
 Contact No. _____

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PART – III

COPY OF AGREEMENT INCLUDING TERMS & CONDITIONS

1. This Contract Agreement is made on the ____ day of _____ 2024 between M/s _____ called as Party No.I and Principal, Army Public School, Chandimandir [which includes officiating incumbent/successor(s)] hereinafter called as Party No II.
2. Period of Contract: Eleven months with effect from _____ to _____.
3. Party No. I agree to pay a sum of Rs. _____/- (Rs _____ only) per month as rebate to Party No II in advance by 7th of each month for 11 months. Except one month during summer vacations.
4. The contract may be terminated by either party by giving 30 days' notice, if unable to continue due to any reason.
5. Party No 1 hereby authorized to establish a tuck shop to provide eatable items only to the students and staff of APS Chandimandir in school premises till _____ 2025, as per the following terms and conditions: -
 - (a) All staff of tuck shop will undergo quarterly medical checkups and record should be displayed in the tuck shop.
 - (b) Temporary electrical connections if any be removed & proper wiring in the baton casing will be fitted in the tuck shop. No naked wire/loose connections should be there. Socket plug with proper casing will be used.
 - (c) Coiled Hot Case will be used for heating of food items.
 - (d) Staff handling food items should wear plastic cap, gloves and apron.
 - (e) At all times healthy and good quality food items will be sold.
 - (f) Rate list of eatables, as quoted in your quotation will be displayed on a board outside the tuck shop. (Written with white paint on black painted board)
 - (g) No item will be sold at the rates higher than the rates approved by the board of officers.
 - (h) Complaint/suggestion book will be available in the tuck shop and will be put up to the undersigned on the first working day of the month.
 - (j) Eatables will not be sold to the outsiders.
 - (k) The items sold should be of good quality keeping in view the health of the students.
 - (l) There shall be no compromise with regard to the quality of items to be sold in the tuck shop. **Cooking is not allowed in the Tuck Shop/School Premises.**

- (m) Old/stale and expired items (i.e. beyond expiry date) will not be kept in the tuck shop.
- (n) Material used for tea, coffee, spices, foodstuff, etc. should be of good quality and should not have crossed the expiry date. In case of violation, strict legal action will be taken.
- (o) Plastic bags shall not be used under any circumstances, whatsoever. Please ensure that use of paper bags/plates/cups etc. is encouraged.
- (p) No child or worker below the age of 18 years will be employed.
- (q) All workers of tuck shop shall invariably carry their ID cards (to be provided at yours costs) and shall be produced to the security personnel and other school authorities, whenever asked for.

6. Bill received from MES wrt Rent & Allied Charges of the Tuck shop will be borne by Party No I and Party No I is fully responsible for the electrical fitments in the tuck shop i.e. 01 Exhaust Fan (big size), 02 Ceiling Fans (48" each) and 02 Tube lights etc.

7. Party No II has all the rights to make any amendment to the agreement, if considered necessary in the interest of the school at a later date.

8. The School Management shall have the right to dismiss the employees of the Party NoI for reasons of security, health, misbehavior, inefficiency or any other reason at any time. Such order shall be executed by the Party No.1 within two hours from the issue of the order of the management. Neither Party No I nor the employee dismissed shall claim any compensation from Party No II.

9. Party No I shall not sublet the Tuck Shop contract or part thereof to any other third party.

10. The contract shall automatically become null & void immediately for any involvement or registration of a civil case against Party No.1 or such activity by Party No.1, which is likely to bring disrepute to the school.

11. Party No.1 shall not institute any legal proceedings against any school person, whether army or civilian of Army Public School Chandimandir and Member of the School Administration and Management Committee, for any dispute with it.

12. In the event of dispute, the decision of the school management shall be final, binding and irrevocable.

13. Approved rate list is attached as Appx. duly signed by the Party No I and Party No II.

Note: - The terms of School Administration & Management Committee include any officer or a person, detailed by the Chairman on his behalf including Principal, Army Public School,

Chandimandir to exercise his full powers as mentioned in the terms and conditions of the contract and Party No.1 shall be bound to accept/execute the order once given/conveyed either in writing or verbally.

Date: _____

Witness: -

1. _____

Party No I
Signature _____
Party I
Tuck Shop Contractor

2. _____

Party No. II
Signature _____
Principal on behalf of School
Management
Army Public School, Chandimandir

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorized
Attorney etc.)
Contact No. _____

(RUBBER STAMP)

CHECKLIST OF TENDER DOCUMENTS

The following tender documents should be attached with Tender duly signed by the bidder, failing which tender bid may be treated as rejected: -

- (a) Tender form includes Part I, II & III to be signed by the bidder wherever required with stamp and date. **Part III comprises of Agreement between the contractor and the school.**
- (b) PAN Card photocopy duly self-attested.
- (c) A passport photograph of the signatory of the Tenderer duly self-attested.
- (d) One cancelled original bill to be submitted along with the tender form.
- (e) GST (copy to be attached).
- (f) **Bank Details for RTGS/NEFT.** Cancelled Bank Cheque (OR) Mandate Form issued by Bank with Bank A/c No. & Name of the A/c holder, IFSC Code No, Bank Name & Branch address, MICR Code etc.
- (g) **Demand draft for EMD for an amount of ₹10,000/- (Rupees Ten Thousand only)** in favour of Army Public School Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir/Chandigarh.

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised Attorney etc.)

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