

**KENDRIYA VIDYALAYA PALWAL**  
**TERMS & CONDITION OF RUNNING CATERING SERVICES IN VIDYALAYA**

**1. About the Vidyalaya and Canteen**

The Vidyalaya has single shift with a strength of about 850 students and 50 staff members.

Scope of Service As per Quotation

Service Line Requirements:-

- I. All the items shall be provided to the students & employees on all working days and holidays also as and when required.
- II. The contractor shall not offer/supply any article to people other than the students, employees and official visitors of Vidyalaya. The Contractor shall provide uniforms and gloves for all persons deployed in Vidyalaya canteen. Wherever required Apron shall also be provided. The contractor shall ensure washing and wearing of these by canteen personnel so as to put up a pleasing appearance. The personnel deployed should observe utmost cleanliness.
- III. The Vidyalaya campus is a tobacco-free zone. The contractor and the personnel employed by him should not use any tobacco products in any forms, chew beetle leaves or smoke cigarettes.
- IV. The contractor shall employ only people aged more than 18 years or as stipulated by GOI guidelines/ Labour Laws. The Contractor should indicate the total number of staff deployed for running the Canteen. Unauthorized person should not be engaged by the contractor in operating the canteen.
- V. The canteen contractor shall ensure polite and cordial behavior of personnel with the employees and visitors at the Canteen. Any report of improper behavior shall warrant appropriate action.
- VI. The Canteen Management Committee regularly supervised the canteen services including cooking and will be giving appropriate instructions to the contractor/workers to improve the quality.

- a) The taste of all foods served should be good, fresh, and palatable and without any foul or bitter feeling.
- b) Quality of all ingredients used to prepare all food items should be of reputed grades and of standard brand quality, company packed and sealed, and procured from genuine suppliers with prior approval from the Canteen Management Committee (CMC).
- c) Strict action including termination of contract, as may be decided by CMC, will be imposed against the contractor if food served with adulterated items or substandard quality is noticed, at any stage of the Canteen service.
- d) The contractor shall stop the sale of any articles if objected by Principal/ Canteen Management Committee.
- e) The contractor will not do anything that is objectionable or will cause indiscipline in school campus.

**CLEANLINESS:**

- a) The contractor shall make his own arrangement for immediate disposal of wastes materials including unused / waste food.
- b) Food items ready to serve should be kept covered and not be exposed to dust, and flies.
- c) The contractor will make arrangement of pure drinking water.
- d) The area in and around the canteen should be kept clean and the utensils and serving counter should be cleaned daily with soap solution etc.
- e) The cobwebs should be removed every week.
- f) The contractor should dispose kitchen waste, unused food, paper cups in the place specifically provided.
- i) Serving food items in plastic materials is strictly prohibited



**General Terms and Conditions:**

The rates quoted shall be valid for a period of ONE Year...

The prices charges by the contractor should not exceed MRP/ Market rates

Any other food requirements for meetings, Workshops, in-service courses, seminars etc. shall be on mutually agreed rates.

The contractor shall not Sub contract the services to other agency or individual. The contractor shall be fully responsible for Conduct, Service and Discipline of the personnel deployed in the canteen.

In all matters of interpretation or dispute relating to the Contract, the decision of the Principal/ Canteen Management Committee shall be final and binding.

The Vidyalaya reserves the right to accept/reject any or all the offers without assigning any reason thereof.

The contractor shall make his own arrangements for furniture, utensils fuel etc.

The contractor shall not use electricity for cooking food items

The vidyalaya or any staff member shall not be responsible for any loss of things belonging to and used by the contractor in operating the canteen.

The Contractor will be required to abide by the operating / security instructions issued by the vidyalaya from time to time.

Any repairs/ modification to the canteen will be made by the contractor only with the approval of the Principal / CMC. Any damage to the canteen building or fixtures will be repaired by the contractor at his own cost.

Failure to abide by any of the terms and conditions stipulated will result in the forfeiture of the security deposit and termination of the contract without any notice notwithstanding

Anything said or contained in this contract or any other provisions of law.

Suggestion-Cum-Complaint Book the Contractor is required to maintain a Suggestion-cum- Complaint Book at the designated prominent spot in the canteen. In the event of any complaint the canteen personnel shall politely request the users to record the complaint in the Book.

The Contractor shall be available at the canteen at all the time to take decisions, for consultation with CMC and to deliver the services. (The Contract is terminable in case if he/she is irregular)

The contractor shall post a price list at a prominent place in the canteen

.....  
*I agree for all the service line requirements and Terms and Conditions as per tender document*

**SIGNATURE –**

**NAME –**

**Name of Firm and Address:**

**License No.**

**GST No.**

**Phone No.**

**Email**

**SEAL –**



## TERMS & CONDITIONS:

1. The contract/license will remain in force up to one year . It may be renewed after its expiry if the parties, viz.the contractor and Principal agree to do so. The Principal can terminate the contract even in between without assigning any reason.
- 2.The Principal shall provide the contractor a room for housing the canteen purely on license basis, the validity of which will be till the date up to which this agreement is valid, thereafter the contractor will vacate the room of canteen/premises of the Vidyalaya immediately, failing which the contractor /or his any person's presence in the school will be treated as un authorized and illegal and in such an event the matter will be subject to applicable laws and/or local police getting the premises vacated.
3. The contractor shall not be authorized, under this agreement to use any other premises or room except as stated above.
4. The rent of the Canteen room @ Rs. \_\_\_\_\_/- P M shall be charged monthly in advance per month excluding water charges and electricity charges. The last date of payment of the rent will be 5<sup>th</sup> of every months.
5. The contractor shall not construct any permanent structure on the ground or make any addition or alteration in the premises even at his own cost except with the written approval of the Principal.
6. The premises let out to the contractor will not be allowed to be used for any other purpose including residence by the contractor or his men.
7. The contractor cannot sublet the premises to any other contractor or person, nor is the contract transferable to other person or agency.
8. The contractor will keep the premises neat and clean. The sanitary arrangement made by the contractor will be subject to supervision or check by the Principal or any other person authorized by him.
9. Canteen services are meant exclusively for Vidyalaya students and staff. No out sider will be allowed to utilize its services except when the Vidyalaya itself becomes the center of some public examination.
10. The contractor will be authorized to sell the things like tea, milk, biscuits etc as quoted and agreed upon by the canteen committee.
11. The items for sale will be prepared and stored in hygienic condition. The rates will be as approved list approved and accepted by the committee.
12. The realization of sales cash or credit will be the sole responsibility of the contractor. The principal does not hold responsibility of any loses/damages incurred by the contractor because of business in the premises or theft or for any other reason.
13. The contractor shall make his own arrangement for preparing the articles for sale. Seating arrangement if any shall be the contractor's responsibility and his own cost.
14. The Principal shall fix the timings of the canteen.
15. You will have to make your services available through your workers to the staff in the staff room/departments.
16. The contractor shall deposit Rs 10000/-as security deposit for fulfillment of the contract. This amount of Rs 10000/- is refundable after deducting dues to the contractor on the expiry of the contract. This will be forfeited in case of breach of any of the conditions laid down above.
17. The decision of the Principal will be final in any dispute arising out of this contract

