

APPLICATION FORM (School Canteen)

To

The Principal
Delhi Public School
Mathura Road,
New Delhi-110003

Madam,

I/We hereby apply for running **School Canteen** in your School from 01.07.2019 to 30.06.2020. I/We have gone through the terms and conditions and agree to the same. The details are as under:-

1. Name of Applicant : _____
2. Full Address : _____
3. Telephone Number : _____
4. Constitution (whether : _____
individual/Firm/Company
Co-operative Society)
5. Date of Establishment : _____
6. a) Regn. No. Under GST : _____
b) PAN No : _____
c) PF Code : _____
d) ESI No. : _____
e) FSSAI No. : _____
7. Past Experience (Please attach separate sheet)
a) Total Experience : _____
b) Experience in DPS : _____
c) Experience in other Schools : _____
8. Rates Offered per annum (In figures) : Rs. _____

GST @ 18% : Rs. _____

G. Total : Rs. _____

Amt (in words) : Rs. _____
9. Application Form Fee : Banker's Cheque to be issued for Rs. 1,000/- in favour of Delhi Public School, Mathura Road, New Delhi.

Date: _____

Signature of Applicant with Stamp

(Please attach additional information/brochure/Price-list, if necessary)

NOTICE INVITING TENDERS FOR RUNNING SCHOOL CANTEEN

1. Sealed tenders are invited by the Principal, Delhi Public School, Mathura Road, New Delhi for running Canteen from 01st July, 2019 to 30th June, 2020.
2. The tender should be accompanied with application fee (non-refundable) of Rs. 1000/- (Rupees one thousand only) in the form of Demand Draft/Pay Order in favour of the DPS Mathura Road, New Delhi, payable at New Delhi. The application form without accompanying the Application Fee shall not be considered.
3. The licensee shall deposit security deposit of Rs. 1 Lakh (Rupees One lakh only) on award of work. The said deposit shall not bear any interest and shall be refunded on termination of contract after adjusting dues/damages, if any.
4. The security deposit shall be forfeited in case the Licensee does not comply with the terms and conditions of the contract.
5. The tenderer shall quote the license fee that he will give in a year to the owner for the use of space in the school premises for the sale of food in canteen. This license fee will be paid in the following manner on award of work:-

- 25% of the License fee after award of contract and before signing the contract.
- 25% of the License fee by 15th September, 2019
- 25% of the License fee by 15th December, 2019
- 25% of the License fee by 15th March, 2020

The Licensee will also be liable to pay for the electricity and water charges at the commercial rate as per actual consumption. He will also pay the PNG consumption charges on monthly basis. The cleanliness of premises shall be the licensee's responsibility & payment will be made by the licensee for the same.

a) If the default is made in paying the said amount in time, a reminder will be issued by the Licensor. If the payment is still not made then interest will be charged and action for termination of contract will be taken forthwith.

b) Not to use the stipulated space for any purpose other than for the authorized purpose.

c) To obtain and keep in force all permission and licenses which may be required by law for use of the stipulated space and to comply with any conditions which may be attached at any stage of permission or licenses as allowed and approved by the concerned authorities. The licensee will be responsible for all matters relating to GST, PF, ESI, Labour Laws & License from all concerned department for running a canteen etc. Any other compliance as is laid down by the Govt./Apex Court/ or any other department shall be the responsibility of the Licensee. The Licensee shall submit copies of the PF and ESI ECRs alongwith payment Challans to the Licensor on monthly basis.

d) To forthwith remove or cause to be removed any goods, articles or exhibit or expose for sale or being sold in the stipulated space, which in the opinion of the Licensor are obnoxious, obscene or undesirable.

e) Not to store or cause to be stored any hazardous, combustible or dangerous goods in stipulated space.

f) Not to display affix paint or exhibit any name or writing of anything upon the exterior of the stipulated space without obtaining prior written consent of the Licensor.

g) Not to employ for work or otherwise allow any person at the stipulated space who is not of good character and behaviour and is suffering from any contagious/infectious disease or is not suitable or otherwise unsuitable to be seen in the premises of Delhi Public School. The tenderer will get the police verification done of all the persons that are employed by him in the school premises and submit the same to the Principal. Copy of ID proof, photograph and Police verification report shall be submitted to the Licensor.

- h To forthwith submit at the requisition of the Licensor, any member of its staff for medical examination by a Doctor of the Licensor's choice at the cost of the Licensee.
 - i Shall use route or passage to go to or come out of the Delhi Public School premises or any toilet or wash room as is stipulated by the Licensor for use by persons working at the stipulated space.
 - j Not to throw dirt/rubbish/garbage/refuse or permit the same to be thrown in the stipulated space or in the veranda or passage or in any other portion of the premises of Delhi Public School, Mathura Road, New Delhi. Canteen will be open for the students during break time only.
 - k The prices and the quality of goods sold by the Contractor will be determined and approved by a Committee of staff members appointed by the Licensor. The Licensee will also take the approval of the Committee in regard to the items to be sold by him/them. The rates of the items will be reviewed by the Committee from time to time. The approved rate list will be displayed prominently outside the Canteen. The rates should not exceed company's retail price in case of branded items. The Licensor reserves the right to change the items to be sold at Canteen. A list of items to be sold is attached as **Annexure "A"**.
 - l The licensee's staff shall always behave politely. Complaints regarding misbehaviour by students, if any shall be promptly brought to the notice of the Principal.
 - m The agreement will in no manner create/confer employer-employee relationship between the Licensee and Licensor and the staff deputed by the Licensee. The licensor shall not be liable in any manner whatsoever with regard to any payment to the staff of the Licensee.
 - n Cleanliness of the space will be the licensee's responsibility.
 - o To forthwith on the expiry of the license or its earlier termination by the Licensor vacate the stipulated space and remove all its stocks equipments furnishing etc. and in default the licensor's representatives shall be fully entitled to get the stipulated space vacated without being liable to damage or otherwise and the possession of the stipulated space shall always remain with the licensor.
 - p Vice-Principal/Estate Manager can visit/inspect the Canteen any time to ensure whether the rates of various items are prominently displayed and also to checkup while general cleanliness maintained properly. If any discrepancies are found that will reported to the Principal immediately.
 - q The Licensee will make good for any damage/loss caused by him or his employee(s) to the Licensor during the currency of the contract.
 - r No advertisement/endorsement of any kind is permissible. In case the Licensee is found to do any endorsement then the Licensor reserves the right to charge appropriate amount for the same.
 - s The staff of Licensee shall not make any kind of cash dealing with the students/staff of licensor.
6. The Licensor will provide the following:-
- a To permit or cause to permit the Licensee, his staff and agents to enter and use the stipulated space.
 - b To keep or cause to be kept the premises in which the stipulated space licensed to the Licensee is situated in good condition.
 - c The Licensee shall not hold any auction or such activities without prior written approval from the Licensor.
 - d Eligibility Criteria:
 - i. Company/Firm should have valid PAN and GST Number.
 - ii. Experience of running School canteens.
 - e Infrastructure to be provided by the Licensee:
 - i. Separate Veg and Non-Veg Kitchens and production facility & equipments.
 - ii. All employees should be on the payrolls of the company.
 - iii. CCTV with necessary backups & other security measures to be provided in the canteen.

f Service Standards Provided by the Licensee

- i. Separate Veg and Non Veg 100% food grade packaging to be used for all products.
 - ii. Licensee to have 100% power back up facility
 - iii. Only RO water to be used for cooking purposes.
 - iv. Emphasis should be given on NON JUNK food keeping in view the health standards.
 - v. The company will be responsible to deposit the taxes collected from sales. Copies of the deposits or other related documents shall be submitted by the Licensee to the Licensor as and when asked.
7. The contract is neither transferable in whole or in part nor it can be sublet to any third agency.
 8. The Licensee may bring upon the stipulated space such equipment as is necessary for the purpose of stipulated space for the authorized purpose provided that while upon stipulated space all such equipments shall be at the risk of the Licensee and the Licensor shall not be liable for any damage or injury to such equipments.
 9. The licensee shall get the premises and its staff insured from an approved insurance company against fire and earthquake etc. A copy of the policy shall be submitted to the Licensor by the Licensee.
 10. The Licensor shall have the right to terminate the license in case terms of this license deed are contravened by the Licensee by giving 30 days notice in writing to the Licensee to remove the breaches or terms contravened. On failure of the Licensee to remove the said breaches within 30 days, the License will stand terminated. However, in case of severe lapses on the part of Licensee, the agreement can be terminated by the licensor forthwith and without giving any notice to the Licensee. The decision of the Apex Court/Appropriate Govt. regarding closure of canteen for any reasons shall also be binding on the Licensee.
 11. The Licensor will not be responsible for the loss or damage to goods of the licensee due to fire, Burglary or natural calamities.
 12. The Licensee will be fully responsible for any mishappening/accident occur with its staff engaged in the School during the currency of the agreement. Licensor shall not be liable to pay any kind of compensation to the licensee.
 13. Any dispute arising out of this contract, during the period of contract will be referred to an arbitrator appointed by the Chairman of School/Society. The decision of such an arbitrator shall be final and binding on both the parties.
 14. The forms completed in all aspects should reach the **Principal, Delhi Public School, Mathura Road, New Delhi-110003** through Speed/Regd. Post only latest by **18th June 2019**. Forms received after due date shall not be considered.

Annexure "A"**List of items to be sold at School Canteen**

S.No	Category	ITEM NAME
1	Meals	Veg Noodles with Veg Hot & Sour
		Noodles with Manchurian
		Rajma Rice/Kadhi Rice/Choley Rice
		Choley Bhature/Matar Kulcha
		Chilly Paneer with Noodles
		Veg Biryani
2	Snacks	Veg Cutlet
		Mix Veg Samosa/Momo's
		Paneer Wrap/Veg Wrap
3		Biscuits (All types)
4	Desserts	Chocolate Muffins
5	Sandwich	Coleslaw Sandwich
		Chicken Sandwich
		Cheeses Sandwich
		Grilled Veg Sandwich
6	Patties	Veg – Patties
7	Beverages	Cappuccino
		Cold Coffee
		Tea
		Ice-Tea
		Lassi
		Chaach
		Nimbu Pani
		Mineral Water
8	South India	Dosa (all types) with Sambhar & Chutney
		Idli (all types) with Sambhar & Chutney
		Vada
		Uttappam
		Upma
		Poha