



# KANYA SHIKSHA PARISAR, SEHORE

RUN BY SURYA FOUNDATION

Sehore-Indore by pass Road, In front of R.T.O. Office,  
Crescent Resort Cross Road, Sehore - 466001 (M. P.)



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## अध्याय 1 : निविदाकर्ताओं के लिए अनुदेश

**KSP/SF/2026-27/04 (TENDER)**

**DATED: 20 January 2026**

**कन्या शिक्षा परिसर सिहोर, सूर्या फाउण्डेशन, नई दिल्ली द्वारा पी.पी.पी. मोड पर संचालित**

**विद्यालय में विद्यार्थियों हेतु भोजन पकाने के लिए निविदा**

### **INFORMATION SHEET/CRITICAL DATE SHEET**

Date of Tender Publishing	20 January, 2026 at 1000 hrs
Date & time of document download start	20 January, 2026 at 1000 hrs
Bid submission start date & time	20 January, 2026 at 1000 hrs
Pre-bid meeting date & time	27 January, 2026 at 1000 hrs
Bid submission closing date & time	10 February 2026 at 1700 hrs
Technical Bid opening date, time & venue	<b>02 March 2026 at 1000 hrs.</b> Kanya Shiksha Parisar, Sehore Run by Surya Foundation, Sehore-Indore Bypass Road Near Crescent Resort Square, Opposite R.T.O office, Sehore M.P. 466001
Bid Submission	<a href="https://MPtenders.gov.in/nicgep/app">https://MPtenders.gov.in/nicgep/app</a> .
Expected date, Time & Venue of Financial Bid Opening	<b>10 March 2026 at 1000 hrs</b> Kanya Shiksha Parisar, Sehore Run by Surya Foundation, Indore By pass Road Near Crescent Resort Square, Opposite R.T.O office, Sehore M.P. 466001
Details of Contact person	<b>Administrator</b> Kanya Shiksha Parisar, Sehore Run by Surya Foundation, Indore By pass Road Near Crescent Resort Square, Opposite R.T.O office, Sehore , (M.P.) 466001 Mob No : 9616088184

**Principal**  
Kanya Shiksha Parisar, Sehore  
Run By Surya Foundation

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)

## अध्याय 2 : संविदा की शर्तें

### TENDER NOTICE

#### **Tender for Cooking Food for Approximately 480 Students Residing in the Hostel – For the Period from 05 June 2026 to 30 April 2027**

1. Tenders are invited for provision of manpower Supply for cooking of meal for 480 students for the period from 05 June 2026 to 30 April 2027 on following terms & conditions: -

#### **Terms & Conditions**

- I. Preferably the firms should have experience of provision of manpower supply for three years. A certificate to this effect to be enclosed along with technical bid documents.
- II. The Annual turnover of the firm related manpower supply should be at least Rs 25,00,000/- (Rs Twenty-five lakh only). A certificate to this effect to be enclosed along with technical bid documents.
- III. Tenders' incomplete in any respect are liable to be rejected without assigning any reason thereof. This office reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be no obligation on the part of this office to inform the unsuccessful tender of the outcome of the tender process.
- IV. Bids shall be submitted online only at <https://MPtenders.gov.in/nic gep/app>. Bidders/contractors are advised to follow the instructions for the e-submission of the bids online through <https://MPtenders.gov.in/nic gep/app> for e-procurement. Bidders are advised to visit at least 2 days prior to closing date of submission of tender for any amendment/corrigendum/addendum.
- V. All the pages of technical bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Manual bids will not be accepted. The offers submitted by Telegram/Fax shall not be considered. No correspondence will be entertained in this matter. A scanned copy of the EMD will also be uploaded with the technical bid. The financial bids are to be submitted in the prescribed form online <https://MPtenders.gov.in/nic gep/app>.
- VI. Rate will be applicable for entire contract period i.e from 05 June 2026 to 30 April 2027. Rate will not be increased during this contract period.
- VII. New Delhi will be jurisdiction of judicious issues.
- VIII. Monthly payment will be made on availability of grants.
- IX. Meal will be cooked properly as per menu of the school. (Appendix "A")
- X. In special circumstances like parents' meeting, annual function and other programs and in the interest of students, cooking of any kind of food will be mandatory and no extra payment will be given for it.

- XI. The amendments or changes made from time to time in the rules and regulations of the Government will be binding on the firm. All types of taxes etc. will have to be paid in full.
- XII. The bill will be paid after deducting tax as per rules.
- XIII. No conditional tender of any kind will be accepted, if any condition is placed in the tender then the tender will be automatically rejected.
- XIV. The final authority to accept, reject or cancel the tender rests with the local authority inviting the tender and no reason will be given in this regard.
- XV. If any deficiency in service is found, the contract may be canceled with notice of one month and if the firm is not willing to continue they may also give the one month notice for termination of their services.
- XVI. It will be mandatory to make a Contract/ agreement with you before giving the work order. The form of the agreement will be decided by the school.
- XVII. The contract/agreement can be amended at any time by the school.
- XVIII. Food Menu may be changed from time to time, it will be mandatory to prepare food as per the changed menu.
- XIX. Apart from cooking food, your services will include management and maintenance of stores, cleaning of utensils, cleaning of dining table and hall, personal hygiene, proper maintenance of equipment used in the mess, implementation of suggestions given in mess meetings and washing of used utensils of the staff.
- XX. The firm will be responsible for deduction of EPF and ESIC of his employees. Proof of deposition of EPF and ESIC subscription will be deposited to the accountant of this school by 15th day of each month.
- XXI. There Should not be any criminal case on the manpower provided by you. All the employees should have good character.
- XXII. Only fresh B. fast & meal will be given to the students. Leftover food will not be allowed under any circumstances.
- XXIII. Remuneration for 1 month during Summer Vacation will not be paid.

**2. Penalty Clause.** Penalty clause will be invoked as under: -

- (aa) In case supply of manpower not done properly. – 10% of the total monthly remuneration may be charged/ deducted out of the payment.
- (ab) In case the manpower supplier is not able to provide the manpower during the contract period contract can be terminated by this office at any time without assigning any reason/notice. In this respect, the decision of this office shall be final and binding. EMD may also be forfeited.

**3. The Tender should be submitted in Two Parts.**

- (a) First part** should be submitted for **Technical Bid (as per Annexure-I)** and it should contain all technical details such as EMD, copy of Income tax return filed (A.Y. 2025-26), experience certificate, GST Registration certificate etc.
- (b) Second part** should be submitted for **Financial Bid (as per Annexure-II) online.** Rates should be Quoted with all taxes.

**(c) Technical Bid**

**(i) Bid Security (EMD) :-**

Sr. No.	Contract Period of the Supply of Manpower	EMD
1	05 June 26 - 30 April 2027	Rs. 40,000/- (EMD to be deposited on line with tender)

(ii) EMD of Rs. 40,000/- in the form of an account payee demand draft in favour of "**Kanya Shiksha Parisar Sehore Run by Surya Foundation**". Name and address of bidder should be written on the back side of the DD/Bankers cheque. DD/Bankers Cheque should be deposited in this office in original before opening of technical bid.

- (iii) Tender fees will be Rs 1,000/- (Rupees one thousand only) nonrefundable.
- (iv) EMD will be refunded to the unsuccessful bidders **within 30 days** from the date of opening of financial bids and no interest would be paid thereon. The vendors shall send a request letter in the office for returns of EMD.
- (v) EMD of the successful tenderer will be released by the school only after satisfactory completion of the supply of Manpower **i.e 30 April 2027**. No interest will be paid on the EMD. The vendors shall send a request letter in the office for returns of EMD.
- (vi) Any certificate claiming exemption from EMD shall not be accepted. Submission of the Earnest Money Deposit (EMD) is mandatory and compulsory for all bidders.

**(vii) Documents for Technical Bid**

- a. Earnest Money deposit (EMD).
- b. Copy of the PAN card, Aadhar Card and GST Registration certificate.
- c. Income Tax Return filed for the last assessment years (i.e. A.Y 2025-26).
- d. GST Returns filed for last quarter assessment year (i.e. A.Y, 2025-26)
- e. Copy of Registration of EPF & ESI.
- f. Manpower Supply Experience Certificate/document. (If held)
- g. Last annual turnover of the company.

**(viii) Financial Bid**

- (i) Financial Bids of only those contractors will be opened, who are found eligible in Technical Bid at MP e-procurement portal  
<https://MPtenders.gov.in/nic gep/app>.
- (ii) The date will be finalized by the Committee for opening of financial bids after evaluation of technical bid.
- (iii) Monthly Rate of remuneration must be mentioned with all taxes.
- (iv) Rate will be mentioned and uploaded online only. Offline financial bid will not be accepted. In case financial bids received offline the same will not be entertained and rejected.

(v) The last date of submission of the tender is **10 February 2026 at 1700 hrs.** Technical Bids will be opened on **02 March 2026 at 1000 hours** MP e-procurement portal <https://MPtenders.gov.in/nic gep/app>. Those who do not fulfill the conditions, Tender will be Rejected at any time.



Principal  
Kanya Shiksha Parivar, Sehore  
Run By Surya Foundation

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)

## अपेक्षाओं की अनुसूची

क्र.	कार्य का प्रकार
1.	संख्या 480 छात्राओं हेतु सुबह का नास्ता , दोपहर का भोजन तथा रात्रि भोजन (स्कूल मेनू अनुसार) बनाने हेतु तथा रसोई कक्ष, डाइनिंग हॉल एवं बर्टनों की साफ सफाई इत्यादि



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(Seal)

विनिर्देशन और अन्य सम्बद्ध तकनिकी ब्योरे

Annexure: I

**TECHNICAL BID**

कन्या शिक्षा परिसर सिहोर, सूर्या फाउण्डेशन द्वारा संचालित विद्यालय में विद्यार्थियों हेतु भोजन

पकाने के लिए निविदा

FROM 05 JUNE 2026 to 30 APRIL 2027

Sr. No.	Particulars	Information/document attached with page No.
1	Name of Firm	
2	Address with Pin Code	
3	Name of Contact Person	
4	Contact No.	(O): (M):
5	E-mail Address	
6	Earnest Money (Bank Draft/ Bankers Cheques)	
7	Copy of the PAN & Aadhar card	
8	GST Registration No.	
9	Copy of Income Tax Return filed for the last assessment year (i.e. A.Y 2025-26)	
10	Copy of GST Returns filed for last Quarter of assessment year (i.e. A.Y 2025-26)	
11	Copy of Registration of EPFO & ESI.	
12	Proof of experiences (If held)	
13	Last annual turnover related to Manpower Supply	
14	Any other documents, if required	



Principal  
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(Seal)

कीमत अनुसूची (निविदाकर्ताओं द्वारा अपनी कीमतें दर्शाने के लिए इस्तेमाल किया जाना है )

**FINANCIAL BID**

कन्या शिक्षा परिसर सिहोर, सूर्या फाउण्डेशन द्वारा संचालित विद्यालय में विद्यार्थियों हेतु भोजन पकाने के लिए निविदा

**FROM 05 JUNE 2026 to 30 APRIL 2027**

To ,

The Principal

Kanya Shiksha Parisar Sehore, Run by Surya Foundation  
Bhopal -Indore Highway, Near Crescent Chaouraha Opposite RTO Office ,  
Sehore-466001

Sir,

In response to your Tender dated 20 January 2026, calling tenders for supplying of Manpower for cooking of food for Appx. 480 students, we quote our rates as under: -

क्र.	कार्य का प्रकार	कुल मासिक पारिश्रमिक दर (सभी कर सहित )	रिमार्क्स
1.	संख्या 480 छात्राओं हेतु सुबह का नास्ता , दोपहर का भोजन तथा रात्रि भोजन (स्कूल मेनू अनुसार) बनाने हेतु तथा रसोई कक्ष, डाइनिंग हॉल एवं बर्टनों की साफ सफाई इत्यादि		भोजन मेनू संगलन अनुसार Appendix “A “



Principal  
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(Seal)

## Appendix "A"

### Kanya Shiksha Parisar, Sehore Run By Surya Foundation Mess Menu

दिन	सोमवार	मंगलवार	बुधवार	गुरुवार	शुक्रवार	शनिवार	रविवार
सुबह का नाश्ता	बोर्नविटा दूध + पोहा + अंकुरित	इडली सांभर + चटनी + अंकुरित	पूँडी + सब्जी + अंकुरित	बोर्नविटा दूध + चना मसाला	मीठा दूध दलिया + अंकुरित	बोर्नविटा दूध + नमकीन चावल (चित्रान्ना) + अंकुरित	नमकीन दलिया + अंकुरित
रिप्रेशमेंट	मौसमी फल	विस्किट	मौसमी फल	विस्किट	मौसमी फल	विस्किट	मूँडी (परमल) सेव मिक्स/मौसमी फल/विस्किट
दोपहर का भोजन	तुअर दाल + चावल + रोटी + सब्जी + सलाद/अचार	मिक्स दाल + चावल + रोटी + मौसमी सब्जी + खीर + सलाद	कढ़ी + चावल + सलाद/अचार	तुअर दाल + चावल + रोटी + सब्जी + सलाद	खड़ी दाल मिक्स + चावल + रोटी + सब्जी + सलाद	दाल + चावल + रोटी + बड़ी आलू + सलाद	दाल बाटी + चटनी + चावल/पनीर सब्जी + पूरी + जीरा राईस + खीर + छोले
सायं जलपान	मूँडी (परमल) सेव मिक्स	मौसमी फल	मूँडी (परमल) सेव मिक्स	मौसमी फल	भुना चना	मौसमी फल	—
रात्रि का भोजन	मौसमी सब्जी + दाल + चावल + रोटी	तुअर दाल + सब्जी + चावल + रोटी	सेव टमाटर + भाखरी + चावल + चटनी	मौसमी सब्जी + मिक्स दाल + चावल + रोटी	मौसमी सब्जी + दाल + चावल + रोटी	मौसमी सब्जी + कढ़ी + चावल + रोटी	दाल + चावल + पापड़/रमकड़ा

**नोट :** - 1. प्रत्येक माह में एक बार मिठाई जी जाएगी , जैसे गुलाब जामुन, जलेबी , मोहन थाल , लड्डू , जलदी इत्यादि ।  
 2. उपरोक्त मेनू में आवश्यकता होने पर बदलाव किये जा सकते हैं ।

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**Principal**  
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 (Seal)