



“TENDER DOCUMENT”

FOR

“CONTRACT SERVICES FOR HOSTEL MESS &  
STAFF CANTEEN

AT

**CIPET: CSTS - HYDERABAD”**

**TENDER NO: CIPET:CSTS/HYD/H-MESS/2022-23/03**

**Dated: 30.08.2022**

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING &  
TECHNOLOGY:  
CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

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## 1. IMPORTANT INFORMATION

Starting Date for Sale of Tender	<b>30.08.2022</b>
Last Date & Time for sale of Tender Document	<b>23.09.2022(Up to 11:00 Hrs)</b>
Earnest Money Deposit (EMD)	<b>Rs.1,50,000/- (One Lakh Fifty Thousand Only)</b>
Submission of duly filled in Tender document	<b>On or before 23.09.2022 (Up to 13:00Hrs)</b>
Date & Time of Opening of Technical Bids	<b>23.09.2022 (16:00 Hrs)</b>
Date & Time of Opening of Financial Bids	<b>Intimation will be given to the Technically qualified bidders only.</b>
Venue for Opening of Technical & Financial Bids	<b>CIPET : CSTS – Hyderabad CONFERENCE HALL, IDA, PHASE-II, CHERLAPALLY, HYDERABAD – 500 051</b>
Tender Fee	<b>Rs. 3,150/- (Inclusive of GST)</b>

## 2. NOTICE FOR INVITING TENDER

CIPET: CSTS - Hyderabad invites sealed tender in two bid system (Technical Bid and Financial Bid) in separate cover superscribing on cover as “Technical bid for Hostel Mess & Staff Canteen Services at CIPET : CSTS – Hyderabad” and “Financial bid for Hostel Mess & Staff Canteen services at CIPET : CSTS – Hyderabad” on respective envelopes. The both the envelopes have to be put in a single cover superscribing “Contract for Hostel Mess & Staff Canteen at CIPET: CSTS - Hyderabad”. The tender forms can be obtained from Cashier, Accounts Department against payment of **Rs.3,150/-** (Inclusive of GST) (Non-refundable) per tender set from **10:00 AM to 3:00 PM** on all working days. The tender Documents duly completed in all respects have to be submitted along with **EMD of Rs.1,50,000/-** (One Lakh Fifty Thousand only) in the form of Demand Draft (DD). Earnest Money Deposit (EMD) will be refunded without interest to unsuccessful bidder on or before 45 days after award of contract. There is no exemption for Tender Fee & EMD to any of the bidders. Last date & time for sale of Tender documents is **23.09.2022** (Up to 11:00 Hrs). Submission of duly filled in Tender document is on or before **23.09.2022** (Up to 13:00 Hrs).

Principal Director & Head, CIPET: CSTS - Hyderabad reserves rights to accept or reject any/all tenders without assigning any reason/s thereof.

### 3. ABOUT THE INSTITUTE

Central Institute of Petrochemicals Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates from various locations spread across the country catering to the needs of Polymer and allied industries.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Agartala, Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur, Chennai, Dehradun, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Navsari, Raipur, Ranchi, Varanasi and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

CIPET renders Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, calibre and skill sets to meet the emerging and evolving needs of the industries.

CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been very well received by the industry.

#### 4. SCOPE OF WORK FOR CANTEEN CONTRACTOR

CIPET: CSTS - Hyderabad campus comprises of CAD/CAM, Tool Room, Processing, Testing departments, an Administrative Block, one academic block, two hostels and one guest house with approx 500 students. In addition, the institute conducts various residential Long Term Courses (LTC) & Short Term Courses (STC). The Staff Canteen situated in the Institute premises also serves tea/coffee/cold drinks, snacks, high tea, lunch/dinner etc. during official meetings, Programme, seminars and functions organized by the Institute from time to time. In addition, people visiting CIPET: CSTS - Hyderabad campus in connection with various academic activities of the Institute will also avail these services.

The Mess of Hostel is managed by a students' Committee / Hostel Warden called Mess Management Committee of Hostel under the control of respective Committee/ Warden of the Hostel. The facilities for hostel mess will be provided by CIPET: CSTS - Hyderabad like table, chairs, refrigerators, Gas Stoves etc.,.

The prime requirement of safety, health and hygienic conditions will be maintained in and around the mess/kitchen and it will be the sole responsibility of the contractor. Committee/Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor. The successful contractor has to maintain the premises including kitchen and surrounding areas of the Hostel Mess & Staff Canteen in hygienic condition.

#### 5. ELIGIBILITY & SELECTION CREITERIA

##### **Basic Eligibility**

- (a) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of 03 years as on 31.03.2022.
- (b) Experience of having successfully run the catering services during the last two years ending 31.03.2022 as per following:
  - i. 3 similar completed work orders each having not less than Rs.10 lakhs.
  - ii. 2 similar completed work orders each having not less than Rs. 15 lakhs.
  - iii. 1 similar completed work order value more than Rs. 30 lakhs.

Contractor should meet any one of the above criteria for eligibility purpose.

\*Similar nature of work means the running of the Canteens/Mess in Institutions/ Autonomous Organizations/MNC/State & Central Government Colleges and Offices.

- (c) **Financial Turn-Over (Gross)** - The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2019-20, 2020-21 & 2021-22 duly audited by Chartered Accountant should not be less than **30 Lakhs per year**

- (d) **Security Deposit** - The Successful bidder shall deposit an amount of **Rs. 1,50,000/- ( Rupees One Lakh Fifty Thousand Only)** against security deposit. The EMD of Rs.1,50,000/- of successful bidder shall be adjusted against the security deposit. No interest shall be payable on the security deposit.
- (e) **Performance Certification** - The bidders' performance, as per format at Annexure-II for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization.
- (f) **Other Terms & Conditions**
- i. The Tenderer should be registered with the Competent Authority and should have valid Food License. The tenderer shall have well established office at Hyderabad.
  - ii. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization and submit the undertaking for the same.
  - iii. The Tenderer should be registered with the Competent Authority and should have PAN number, GST, PF & ESI registration.
  - iv. Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
  - v. Tender is liable to be rejected without Tender Fee & EMD.
  - vi. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
- (g) **Tenders received of incomplete nature or without proper documents, or without EMD & Tender Fee will be rejected.**

## **6. FINANCIAL BID AND TECHNICAL BID**

Financial bid and Technical bid should be placed in separate sealed covers. These two sealed covers along with a covering letter, Tender document, Fee Receipt/DD and EMD shall be put together in a sealed cover with clearly super-scribing "Contract for Hostel Mess & Staff Canteen at CIPET: CSTS - Hyderabad".

## **7. GUIDELINES FOR PARTICIPATION**

### **The Bids are to be Submitted in Two Parts**

- a) Sealed Technical Bid, along with a Demand Draft for Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only), drawn in favor of "CIPET payable at Hyderabad" towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed as "**TECHNICAL BID for Hostel Mess & Staff Canteen Services at CIPET: CSTS – Hyderabad**". Tender Document received without EMD will be summarily rejected.

- b) Sealed Financial Bid should be placed in a separate envelop super-scribed as: **“FINANCIAL BID for Hostel Mess & Staff Canteen Services at CIPET: CSTS - Hyderabad”**.
- c) The tender document should be addressed to The Principal Director & Head, IDA, Phase-II, Cherlapally, Hyderabad – 500 051 and should reach latest by **13:00 Hours on 23.09.2022**. Tenders received after due date & time will not be accepted.

## **8. OPENING OF TECHNICAL BIDS**

- a) The Technical Bids will be opened on **23.09.2022 at 16:00 Hrs** in the Conference Hall in Admin Block at CIPET: CSTS - Hyderabad in the presence of bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
- b) The Financial Bids will be opened of the technically qualified bidders only. The decision of the Institute in this regard will be final and no requests etc., will be entertained from the bidders. The intimation will be given to technically qualified bidders only for opening of financial bids.
- c) EMD of the unsuccessful bidders will be returned, without interest, on or before 45 days from the date of award of contract to the successful bidder.

## **9. PERIOD OF CONTRACT**

- a) The contract for Hostel Mess and Staff Canteen Services shall remain valid initially for a period of One year. However, in order to evaluate the performance and services of the Contractor, the contract will have trial period of three months. The contract for the remaining 09 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the trial period.
- b) The one-year contract period is subject to renewal by the Institute on satisfactory performance and as per mutually agreed terms and conditions on the same rates. This contract period will be valid for a maximum period of 02 years only.

## **10. FORFEIT OF EMD**

- a) EMD of the successful bidder shall be liable to be forfeited, if the contractor does not fulfill any of the following conditions:
  - i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract.
  - ii. The Contractor does not commence canteen services as per the Letter of Intent (LOI).
- b) If the successful bidder withdraws or alters the terms of the tender, In such case, the Earnest Money Deposit (EMD) shall be forfeited.



## 11. ELECTRICITY AND WATER CHARGES

- a) The institute will provide Electricity and Water to the contractor for running the Mess.

## 12. STATUTORY OBLIGATIONS OF THE CONTRACTOR

- a) The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing proper canteen services at CIPET: CSTS - Hyderabad campus. The deployed manpower within the age group of 20-45 years. The contractor shall carry out pre - medical test which includes blood test, stool test, skin disease test, etc. This test has to be performed every six months for all the canteen staff.
- b) The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- c) The Contractor will, prior to the commencement of the operation of contract, will make available to CIPET the particulars of all the employees who will be deployed at the Institute's premises for running the hostel mess and canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
- d) The Contractor shall be responsible for statutory obligations and its compliances.
- e) The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any illegal activity.
- f) Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child labour.
- g) In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
- h) The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surroundings, etc.
- i) The Contractor shall at all times keep indemnified the principal employer, namely, Central Institute of Petrochemicals Engineering and Technology, Head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident,

injury or death of any person) and/or the contractor at his/her own cost take initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.

- j) The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them at all times and maintain them properly.
- k) The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by CIPET: CSTS – Hyderabad authority. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
- l) The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- m) The Contractor shall keep the Hostel kitchen, Dining hall and Canteen and its surrounding areas clean and up to date and maintain sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. CIPET: CSTS - Hyderabad management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
- n) The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the Hostel/canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended by the Contractor.
- o) The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

### **13. OTHER OBLIGATIONS OF THE CONTRACTOR**

- a) The Contractor will use only branded raw materials for preparation of items. The permissible brands of various items are given in Annexure-III.
- b) The Institute will provide to the Contractor space for storing raw material, for cooking, sitting and serving space, etc. free of cost. The Institute shall also provide tables and chairs in the serving area. The necessary kitchen equipment's for preservation of perishable items to be purchased by contractor only and available utensils will be provided by institute.
- c) Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, and equipment's provided by the Institute is damaged. Any

damages 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 by CIPET: CSTS - Hyderabad at the contractor's risk and cost. In this regard, the decision of the designated officer of CIPET: CSTS - Hyderabad shall be final and binding on the Contractor.

- d) All works shall be carried out with due regard to the convenience of CIPET: CSTS - Hyderabad. The orders of the concerned authority shall be followed by the contractor.
- e) The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of CIPET: CSTS – Hyderabad and the guests/hostellers.
- f) The Contractor should be in a position to cater to the tastes of North Indian in addition to serving South Indian dishes.
- g) The Contractor will have to supply breakfast/lunch/dinner in the hostel premises as per requirement.
- h) The Contractor shall install electronic fly – kill / insect repellent equipment, emergency lighting /gas and fuel supply at his own cost.
- i) Storing/supply/sale and consumption of drugs, alcoholic drinks, Pan-masala, Guthka, Cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Hostel & Canteen.
- j) The Contractor is advised to maintain the highest quality of food at the minimum possible prices so as to attract the maximum number of students/hostellers personnel to avail mess/canteen services.
- k) The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with Central Institute of Petrochemicals Engineering and Technology (CIPET). CIPET shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against CIPET for employment or regularization of their services by virtue of being employed by the Canteen Contractor.
- l) The Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- m) The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as required in the canteen in addition to what is being provided by CIPET: CSTS - Hyderabad.
- n) The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been engaged for.

## 14. PAYMENT

- a) The Hostel Mess Contractor shall collect the Hostel Mess Bills from the inmates every month and CIPET shall not be responsible for any collection of the Hostel Mess dues from the inmates.
- b) The Hostel Mess Bill with respect of VTC/STC Students, CIPET will make the payment to the Mess Contractor on the 10<sup>th</sup> day from the date of submission of the bill duly certified and verified by the VTC/STC Incharge. CIPET will deduct TDS as applicable on these payments.
- c) The payment in respect of official hospitality bills of the Institute submitted in duplicate by the Contractor shall be released subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of CIPET will not be processed. TDS/TCS and GST on TDS, as applicable at the prevailing rates, will be deducted at source. In the event, if there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not claim for any kind of interest.
- d) All payments and receipts would be rounded off, i.e., 50 paise or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

## 15. TERMINATION OF THE CONTRACT

- a) The Contract can be terminated by CIPET: CSTS - Hyderabad with a short notice i.e. 15 days and contractor should give minimum period of 02 months' notice.
- b) However, CIPET reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. CIPET's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- c) On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by CIPET: CSTS - Hyderabad, in good working condition, back to CIPET. Failing which, the entire cost of the same will be recovered from Security Deposit.
- d) If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the trial period of three months from the date of taking over charge of the canteen services, CIPET: CSTS - Hyderabad reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

## 16. PENALTY

- a) Failure to supply food in terms of quality, quantity and as per the menu will attract penalty. For not adhering to contractual conditions, Staff Canteen Co-ordinator / Warden with the consultation of CIPET: CSTS - Hyderabad management shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

- b) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
- c) Items like Aji-no-moto, Baking soda, coloring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 1,000/- for each occasion will be imposed.
- d) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1,000/- for each occasion will be imposed.
- e) For damages caused by the contractor to the kitchen equipment's, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered or same equipment to be provided by the contractor.
- f) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- g) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1,000/- per complaint.
- h) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs.1,000/- to Rs.2,500/- depending on the size of the stone/pebble per complaint.
- i) Five or more complaints of unclean utensils in a day would lead to a fine of Rs.1,000/-on the contractor.
- j) If staff canteen/mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1,000/- would be imposed on the contractor.
- k) Changes in approved menu of any meal without permission of staff committee/warden/mess committee would result in a fine of Rs. 1,000/- on the contractor.
- l) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. 1,000/- on contractor for every instance.
- m) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent of the wardens.
- n) Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine in cash and/or termination of the Contract.
- o) Management Committee will impose any of the penalties. The contractor may appeal to the CIPET Management for reduction/waiver of penalty. The decision of the CIPET: CSTS - Hyderabad Management shall be final.

## 17. JURISDICTION

- a) Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by arbitration system. Thereafter only, legal recourse under jurisdiction of Hyderabad courts only will be possible. The language of communication will be English only.

## 18. CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

- a. Demand Draft of Rs.1,50,000/- towards EMD.
- b. Demand Draft of Rs.3,150/- (inclusive of GST), towards Tender Fee, if the tender is downloaded from website.
- c. Assessment Order (Certificate) and Financial Turnover Certificate for the last three years.
- d. PF, ESIC, Insurance under Personal Accident Insurance Policy, Labour License, PAN, TAN & GST and Food Licence photocopies.
- e. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender document.
- f. Certificate for Non-Blacklist
- g. Certificate for No relation with CIPET Employees
- h. Documentary evidence in support of the following:
  - i. Number of years of experience in running canteens in educational institute/offices/organizations/hospitals/places of public utility/institutions along with number of persons availing the services offered by the contractor.
  - ii. List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.
  - iii. Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

## 19. TERMS AND CONDITIONS

- a. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender documents will be rejected.
- b. Before submitting the tender, details of documents to be attached may be verified from the check list given.

- c. The Tenderer must write his name & complete postal address with telephone number of the bidding firm on the reverse side of the Demand Draft (DD).
- d. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- e. CIPET: CSTS - Hyderabad reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot firsthand information regarding the quality and quantity of food and services provided by the Tenderer. Decision of CIPET: CSTS - Hyderabad with regard to award of the contract will depend upon the feedback received by it from the previous/present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
- f. Tender shall be submitted in CIPET's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder will be issued more than one Tender Form.
- g. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction & insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein; otherwise the Tender is liable to be rejected.
- h. The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
- i. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
- j. The Institute reserves the right to reject any or all the tenders without assigning any reason.
- k. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
- l. The successful bidder will have to enter into an agreement with the Institute (as per draft agreement given in Annexure-I before taking charge of the Hostel/Canteen and commencement of the Hostel/ Canteen work.
- m. Canvassing in any form will make the tender liable for rejection.

\* \* \*

## ANNEXURE-I

**DRAFT OF THE AGREEMENT**  
**TO BE JOINTLY SIGNED BY CIPET AND THE CONTRACTOR**  
**FOR RUNNING HOSTEL MESS & STAFF CANTEEN AT**  
**CIPET: CSTS - HYDERABAD PREMISES**  
(To be signed on a Stamp Paper of Rs. 100/- to be purchased by the Contractor)

### AGREEMENT

This Agreement made this day \_\_\_\_\_ between Central Institute of Petrochemicals Engineering & Technology, IDA Phase II, Cherlapally, Hyderabad – 500051 (hereinafter called “**The Institute**”) of One Part and Shri. \_\_\_\_\_ of M/s \_\_\_\_\_ of the Other Part (hereinafter called “**The Caterer**”) and whereas the Institute needs a caterer to run Mess/Canteen for supply of Tea, Coffee, Cold drinks, Juice, Biscuits, Snacks, High-Tea, Break-Fast, Lunch and Dinner, etc. on all days mentioned in the Tender Document invited by the Institute for the Staff, Students and Guests of the Institute. The Contract (not being a lease) is awarded to the caterer to prepare and serve the aforesaid items to the Institute’s Staff, Students and Guests in the Canteen, office complex and in the hostels/guest house (in special cases as and when required). The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises of the Central Institute of Petrochemicals Engineering and Technology, Hyderabad, initially for a period of One year on the terms & conditions contained in the Tender document, Institute’s Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions.
2. That the items served by the Caterer shall be wholesome and hygienically prepared in the clean atmosphere. The authorized nominees of CIPET: CSTS - Hyderabad may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute’s authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the Institute



reserves the right to impose financial penalty as decided by the Institute's authorities or the contract will be terminated without giving any notice.

3. The items of menu, which the Caterer would be expected to supply in the Canteen, are indicated in Annexure V. The rates of items to be served by the Caterer shall be valid on annual basis, i.e., from August to July every year and in-between revision shall not be allowed. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the caterer shall charge the existing rates.
4. The caterer shall use either Amul Milk or other branded milk. In case he is unable to maintain supplies of Amul Milk Scheme or other Dairy for any reasons, he should arrange to procure from other sources supplying good quality milk.
5. The caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services.
6. The caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Hyderabad or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities.
7. In the event of AMC, Health Department or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
8. The caterer has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's Staff, Students, Visitors and Guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
9. Any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.
10. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer does not fulfill any of the conditions

of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer 15 days' notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity

11. The caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated on the death or insolvency of the caterer before the expiry of the period of this contract.
12. The Institute shall provide to the caterer necessary equipment, furniture & fixtures and he shall maintain them in good condition. He shall be responsible for their maintenance.
13. The caterer shall provide all other implements for running the canteen like crockery, cutlery, table linen, livery and these shall be of good quality and standard.
14. The caterer shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The operational expenses will be borne by the caterer himself. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment's.
15. The caterer shall also be responsible for the upkeep of equipment's provided by the Institute. In case of any damage to the furniture and equipment's by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.
16. All the equipment's, furniture/fixtures, including electrical installation of the Canteen kitchen/dining hall shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees. The repairs cost of any item provided by CIPET: CSTS - Hyderabad will have to be borne by the Contractor.
17. The Caterer shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.
18. A penalty of Rs. 5,000/- per day will be levied if Mess is closed without any notice and found major failure in implementing guidelines.
19. The Hostel Mess Contractor shall collect the Hostel Mess Bills from the inmates every month and CIPET shall not be responsible for any collection of the Hostel Mess dues from the inmates.
20. The Hostel Mess Bill with respect of VTC/STC Students, CIPET will make the payment to the Mess Contractor on the 10<sup>th</sup> day from the date of submission of the

bill duly certified and verified by the VTC/STC Incharge. CIPET will deduct TDS as applicable on these payments.

21. For Staff Canteen the payment will be made by CIPET as per the coupons based on the token/requisition submitted along with the bill and verified by Administration Department.
22. Outsiders are not allowed to avail the Mess facilities.
23. The responsibility towards complying with the minimum wages act, PF, ESI and GST other statutory requirements stipulated by Government shall rest with the Catering agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
24. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by CIPET Management Committee.
25. Due to COVID – 19 all directives to be followed for maintaining hygiene and sanitization in totality. The health record details of persons to be maintained and monitored by the contractor. No person affected and has history of COVID-19 to be employed at premises without any medical certificate.

In witness whereof the parties have put their hands to this agreement on

Signature and delivered by:

**Caterers Signature**

**Principal Director & Head**  
CIPET:CSTS – Hyderabad

Witness:

1. Signature:  
Name & Address:

1. Signature:  
Name & Designation

2. Signature:  
Name & Address:

2. Signature:  
Name & Designation

## ANNEXURE-II

### **PERFORMANCE CERTIFICATE**

(Furnish this information for every individual from the employer for whom the work was executed)

1.	Name of the Contract and Location	:	
2.	Agreement No.	:	
	a. Scope of Contract	:	
	b. Contract Cost	:	
	c. Date of Starting	:	
	d. Period	:	
	e. Amount of compensation levied, if any:	:	
	f. Performance Report	:	
	Quality of Food	:	Excellent/Very Good/Good/Fair
	Resourcefulness	:	Excellent/Very Good/Good/Fair
	g. Compliance of all	:	
	h. Statutory Requirements	:	Yes/No

Date:

**(Signature of the Authority)**  
Seal of the Organization

### ANNEXURE – III

<b>CONSUMABLES ITEM</b>	<b>PERMISSIBLE BRANDS</b>
Salt	Iodized salt such as Tata, Annapurna, Aashirvad
Spices	MDH, MTR or equivalent quality brands
Oil	Refined oil such as Sundrop or equivalent quality brands
Pickle	Priya
Atta	Aashirvad, Pillsbury or equivalent quality brands
Bread	Modern / Britannia or equivalent quality brands
Butter	Amul, Britannia, Mother Dairy
Jam	Kissan or any other good brands
Milk	Toned milk Vijaya/ Amul / Heritage
Panneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata, Taj Mahal
Coffee	Nescafe/Bru
Curd	Heritage / Vijaya /Amul or any equivalent brands
Besan, Dal	Rajdhani/Standard brand
Rice	Any good quality branded rice
Cold Drinks	Pepsi, Coke etc.

The Contractor may use any other brand only after obtaining prior written approval from the Canteen Committee/Mess Committee/Hostel Warden of the institute.

**Signature of Contractor with Seal**

## ANNEXURE – IV

### **TECHNICAL BID**

The Earnest Money Deposit (EMD) bearing Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for **Rs. 1,50,000/-** (RUPEES One Lakh Fifty thousand only) drawn on \_\_\_\_\_ (Name of the Bank) in favour of CIPET, payable at Hyderabad is enclosed with this Technical Bid.

#### **PROPRIETARY / COMPANY / FIRM PROFILE**

1.	Name of the Company/Firm and complete registered address	:	
2.	Legal Status (Strike out whichever not applicable)	:	Individual / Proprietary Firm / Partnership Firm / Limited Company / Corporation
3.	Has your Company changed its name any time. If so, when? The earlier name and the reason thereof	:	
4.	Were you or your Company ever required to suspend services for a period of 6 months continuously after you commenced the catering services. If so, give the Name of the Contract and the reasons thereof.	:	
5.	Have you or your constituent ever left the Contract awarded to you incomplete? If so, Name of the Contract and reasons for not completing the Contract	:	
6.	a. Name & Designation of the Contract Person	:	
	b. Telephone No.	:	
	c. Mobile No.	:	
	d. Email	:	
7.	Year of Commencement of Business	:	
8.	Statutory Details (Please attach photocopy)		
	a. Registration No. of the Firm	:	
	b. Food Licence No.	:	
	c. PAN No.	:	
	d. TAN No.	:	
	e. RPFC Registration No.	:	
	f. ESIC Registration No.	:	
	g. GST Registration No.	:	

9.	Income Tax Assessment Completion Certificates for the FY *		
	a. 2019-20	:	
	b. 2020-21	:	
	c. 2021-22	:	
	(In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).		
10.	Volume of Business done during the last three years (Rs. In Lakhs)	:	Please submit documentary evidence for details of annual financial turnover, turnover certificate certified by Chartered Accountant.
	a. 2019-20	:	Rs.
	b. 2020-21	:	Rs.
	c. 2021-22	:	Rs.

11. List of Present & Past Clients as per the following format:

S. No	Name of the Organization with complete Postal address	Name and Designation of the Contact Person with Tel/Mobile Nos.	Date from which the Contract was awarded	No. of persons deployed by your firm	No. of Persons served

The above Information provided will facilitate evaluation of your Technical Bid.

Place:  
Date:

**Authorized Signatory of the Bidder with Seal**

## ANNEXURE – V

### FINANCIAL BID

#### 01. HOSTEL MESS RATE/CHARGES PER STUDENT PER MONTH

S. No.	Description	Rate (Rs.) (Daily for Student)	Rate (Rs.) (Monthly for Student)
1.	Tea – 100 ml (2 Times)		
2.	Breakfast		
3.	Lunch		
4.	Dinner		

#### Lunch & Dinner for Students - Unlimited

\*Chapathi/Poori (2 Nos.), Rice, Dal, Gravy Curry, Salad/Papad, Pickle, Curd

\* Every Wednesday EGG (01No.) for Non-Vegetarians & One Banana for Vegetarians along with regular meals as above.

\*Every Sunday/Festivals – Special Lunch (with extra Non-Veg Dish for non-vegetarian & one sweet for vegetarian)

#### Breakfast per day:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Idli –150 g (4 Nos – Standard Size) & Sambar & Chutney	Aloo Paratha ( 2No's) with Pickle/ Curd	Upma – 200 gms with Pickle	Tomato Bath	Chapathi (4 Nos.) & Gravy Curry	Poori (4 Nos.) & Aloo Curry	Uthappa (3 Nos.)

#### 2. STAFF CANTEEN

S. No.	Description	Rate Per Day (Rs.)
1.	Tea – 100 ml (2 Times)	
2.	Lunch	

#### Lunch for Staff - Unlimited

\*Chapathi/Poori (2 Nos.), Rice, Dal / Sambar, Gravy Curry, Salad/Papad, Pickle, Curd

#### Note:

1. The above rates are inclusive of GST and these rates are fixed for the entire period of Contract including GST.
2. Reduction in Hostel Mess Bill – The payment will be made as per attendance of the Students. If any Student is on Leave for more than three days with the permission of Hostel Warden, Mess charges will be paid on pro-rata basis.
3. The Hostel Mess Contractor shall collect the Hostel Mess Charges from the inmates every month and CIPET shall not be responsible for any collection of the mess bill dues from the inmates.
4. Staff Canteen – The Payment will be made by CIPET as per number of coupons submitted by the Contractor along with the Bill. The Coupons will be issued by CIPET-Hyderabad's designated authority.

I hereby agree to provide and serve the items as mentioned above as per price quote by me. The rates quoted are inclusive of all material, fuel, cooking and all services.

Place:  
Date:

**Authorized Signatory of the  
Bidder with Seal**



**ANNEXUE – VI**  
**CERTIFICATE**

I / We hereby declare that NONE of my / our relative (s) / are employed in any capacity of any unit of CIPET. I/We shall also intimate the name of the persons(s), who is / are working with us in any capacity or is/ are subsequently employed by us and who are near relative to any officials in the CIPET. I/We / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract (s) and also forfeiting of my / our security deposit.

(Near Relative means wife / husband / parents / grandparents / children / grand children / brothers / sisters / uncles / aunts / cousins and their corresponding in –laws.

**Seal & Signature of Bidder**

**Place :**

**Date:**

**ANNEXURE – VII**

**DECLARATION**

**To  
The Principal Director & Head  
CIPET : CSTS  
IDA, Phase-II, Cherlapally  
Hyderabad – 500 051**

**Dear Sir,**

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this tender.

I/We also confirm that in the event of my / our tender being accepted, I/ we hereby undertake to furnish performance security, as applicable, in the form of Demand Draft / Online Transfer.

I/We further undertake that NONE of the Proprietor / Partners / Directors of the firms was or its Proprietor / Partners / Directors of any firm with whom the Government have blacklisted/banned/suspended business dealing. I/We further undertake to report to the CIPET immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor / Partners/ Directors are Proprietor / Partners/ Directors of such firm which is blacklisted / banned / suspended in future during the tenure of the contract with you.

**Yours faithfully,**

**Date :**

**Signature of the Bidder & Seal**