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**E-TENDER  
FOR  
HOSTEL CUM MESS FOR THE STUDENTS OF  
CIPET:IPT-LUCKNOW.  
E-TENDER NO.CIPET/IPT/HOSTEL\_MESS/2019-20/01**

**LAST DATE FOR SUBMISSION OF TENDER: 27.03.2020**

**CIPET: INSTITUTE OF PLASTICS TECHNOLOGY,LUCKNOW**

**(Dept. of Chemicals & Petrochemicals,**

**Ministry of Chemicals & Fertilizers, Govt. of India)**

**B-27, Amausi Industrial Area,Nadarganj, Lucknow**

**Phone: 942806650;7607194014;522-2436227;**

**E-mail: [cipetlko2@gmail.com](mailto:cipetlko2@gmail.com)**

**Website:[www.cipet.gov.in](http://www.cipet.gov.in)**

## **Notice Inviting E-Tender (NIT)**

**Tender No: CIPET/IPT/HOSTEL\_MESS/2019-20/01**

**Date: 03.03.2020**

CIPET, IPT Lucknow invites E-Tender in **Two Bid Systems (Technical and Financial)** from Vendors for providing Hostel Cum Mess-Lodging, Boarding & Transportation (if required) for the students of CIPET, IPT Lucknow at the following address – B-27, Amausi Industrial Area, Nadarganj, Lucknow

Sr. No.	Tender No. & Date	Name of the Item/Work	EMD	Tender Fees In Rs.(Inclusive GST)	Last Date & Time of Bid submission
1	CIPET/IPT/ HOSTEL_MESS/2019-20/01 Date: 03.03.2020	Hostel Cum Mess Service-Lodging, Boarding & Transportation (if required)	1,00,000/-	2950/- (Non-Refundable)	27.03.2020 14.00 Hrs.

Interested and eligible bidders may view and download from detailed tender documents from CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in). All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Principal Director & Head, B-27, Amausi Industrial Area, Nadarganj, Lucknow on or before **27.03.2020(Friday) @ 14.00 Hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft drawn on any Indian Nationalized Bank favouring "CIPET" payable at Lucknow and in original shall be submitted at CIPET Lucknow along with hard copy of Online Technical Bid in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the E-Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

### **Silent information about the E-Tender:**

1. Mode of submission: ONLINE. No offline Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET e- Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in). The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender: The registered vendors of CIPET through [www.tenderwizard.com](http://www.tenderwizard.com) / [CIPET](http://CIPET) can only participate in this tender process.

4. **How to register by a vendor:**

(a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by **Online Payment as Applicable to M/S. KEONICS LTD.** On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

(b) **Tender Documents Fees of Rs. 2950/- (Inc. GST) is Payable to CIPET, Lucknow** in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

(c) **Processing Fees is Payable Online as applicable separately to M/S. KEONICS LTD.**

5. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. **Contact details for e-Tender related issue:**

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Lucknow)	Mobile:9452535135 Email: <a href="mailto:ewhelpdesk746@gmail.com">ewhelpdesk746@gmail.com</a>	Vendor registration or Any other issue regarding e-Tender Process, please contact KEONIS as the details given in the previous Columns.
KEONICS's Helpdesk:	Email: <a href="mailto:cipethelpdesk@gmail.com">cipethelpdesk@gmail.com</a>	

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.

9. All pages of Tender documents with Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

10. Bidders are advised to visit CIPET's E-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e- Tender for which no separate paper advertisement will not be published.

11. **Last date of online submission of E-Tender bid: 27.03.2020 up to 14.00 Hrs.**

12. EMD and Tender Fee must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before **27.03.2020(Tuesday) @ 14.00 Hrs.** at CIPET, Lucknow. Receipt after due date of which the E-Tenders are liable for rejection.

13. Date & Time of Technical Bid Opening: **27.03.2020(Friday) at 15.00 Hrs.**

14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.

15. Venue for Opening Bids: CIPET:IPT, B-27,Amausi Industrial Area,Nadarganj, Lucknow.

**Principal Director & Head, CIPET,IPT Lucknow reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.**

**Principal Director & Head  
CIPET:IPT, Lucknow**

### **TENDER NOTICE**

**Subject: E-Tender for providing Hostel Cum Mess-Lodging, Boarding & Transportation (If required) for the students of CIPET -Lucknow-reg.**

CIPET:IPT Lucknow invites E-Tenders in two bid system from registered and authorized agencies for providing Hostel Cum Mess for the students of CIPET,IPT Lucknow B-27,Amausi Industrial Area, Nadarganj, Lucknow, The tender specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

### **IMPORTANT DETAILS**

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of start of online bidding	04.03.2020	15:00 Hrs.
2.	Last date/time of submission of Online bid	27.03.2020	14.00 Hrs.
3.	Date & Time of opening technical bid	27.03.2020	15.00 Hrs.

Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.

Tender Fee – Rs. 2,950/- (including GST) (should be submitted along with Technical bid) EMD – Rs.

1,00,000/- (should be submitted along with Technical bid)

## **INTRODUCTION**

Government of India established Central Institute of Plastics Engineering & Technology (CIPET) in 1968 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 on hub & spokes model with 34 locations.

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 centers at Ahmedabad Amritsar, Aurangabad, Agartala Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Lucknow, Ranchi, Valsad and Korba. 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.

A unit of CIPET has been established in the city of Lucknow with the joint efforts of Govt. of India & Govt. of Uttar Pradesh with a special focus to provide the academic and employment oriented skill development training to the Unemployed/underemployed youth of Uttar Pradesh & to provide the 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, caliber 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.

## **TERMS & CONDITIONS OF THE CONTRACT/TENDER DOCUMENT**

### **SCOPE OF WORK :**

1. The Boys Hostel should have a capacity for accommodation of 100-200 Students/Trainees.
2. The Girls Hostel should have a capacity for accommodation of 50-100 students/Trainees.
3. No Male staff shall be deployed in Girls Hostel.
4. No Female staff shall be deployed in Boys Hostel
5. To Provide Safety & Security and Proper Housekeeping at Hostel premises, rooms and common area.
6. Providing Hygienic Bedding & Hygienic Food services to the accommodated students.

### **1. JOB SPECIFICATIONS:**

1. Hostel shall be furnished with Cot, Mattress, Bed sheet & Pillow Cover Storage, Blanket and other alternative and maintain proper hygienic atmosphere every time.
2. Security Services at Hostel at all times.
3. Housekeeping services at Hostel.
4. CCTV Vigilance .
5. Qualitative food shall be provided in appropriate quantities as per schedule.

### **2. TERMS AND CONDITIONS: (GENERAL)**

1. The tenderer shall furnish all the documents mentioned in the Annexure – I (Technical bid)
2. The tender document is non-transferable.
3. Submission of Tender:

The tender should be submitted under “**Two Cover System**”, the first cover is termed as Part ‘A’ with Tender documents, profile of the tenderer with superscription on the cover as “**TECHNICAL BID FOR HOSTEL CUM MESS CONTRACT, CIPET:IPT LUCKNOW**” and the second cover is sealed and termed with “**FINANCIAL BID FOR HOSTEL CUM MESS CONTRACT**”. Both covers should be placed in a bigger cover with superscription “**TENDER FOR HOSTEL CUM MESS CONTRACT, CIPET:IPT LUCKNOW**”, addressed to The **PRINCIPAL DIRECTOR & HEAD , CIPET:IPT LUCKNOW**.

4. The offer should be valid for a period of 01 year from the date of issue of contract
5. The Contract could be extended further, on mutual consent of either party for such further period which CIPET deems fit.

6. CIPET: IPT Lucknow reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director & Head CIPET: IPT LUCKNOW shall be final and binding.
7. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
8. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
9. The Tenders will be opened at the office of CIPET: IPT LUCKNOW with due intimation to the tenderers on [www.cipet.gov.in/www.tenderwizard/CIPET.com](http://www.cipet.gov.in/www.tenderwizard/CIPET.com).
11. The Contractor shall solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations. Where counter terms and conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
12. If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of Security Deposit in addition to penalty.
13. The workers employed by contractor shall not be an employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute.
14. All statutory liability/obligation/deduction should be fulfilled by the contractor as per the existing law of land.
15. It is the liability of the contractor to deal with accidents if any occurring to their workmen during the course of operation. CIPET will have no responsibility and no compensation shall be paid.
16. Alcoholic consumption, smoking etc. during duty hours and/or while on duty is strictly prohibited inside the hostel. In case of misbehavior by any employee of contractor with trainees/staff of CIPET is found, should be replaced soon by the contractor.
17. The Institute reserves the right to terminate the contract on one month notice, if the performance is not satisfactory. The Contractor can also terminate the contract by giving one month notice and clearing all the dues to the Institute, if he is not willing to continue the contract. In case of unwilling of the contractor to continue the services, the Security deposit shall be forfeited.
18. Sub-letting/Sub contracting the work is not permissible under any circumstances.
19. Successful Contractor shall execute an agreement on Rs.1000/- stamp paper and the cost shall be borne by the Contractor.
20. The Tender should be complete in all respects.
21. Contractor shall provide pure drinking water, service water 24 hours in the hostel and all other amenities along with in-time supply of food to the students.

22. Breakfast, Lunch and Dinner need to be served as per the menu agreed upon with the Hostel Management Committee of CIPET.
23. Tentative Mess Timings (which may alter basing on the requirement by CIPET)
- i. **Break Fast:** 08:00AM – 08:30 AM
  - ii. **Lunch:** 12:30 PM – 01:30 PM
  - iii. **Dinner:** 08:00 PM – 09:00 PM
24. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET Management Committee to be approved by the Head of the Institute and the decision of the Committee will be binding on the contractor.
25. Statutory Requirement/obligation: All statutory rules, like Minimum Wages Act(EPF), ESI Act etc., as applicable for engagement of labours on daily wage are to be followed strictly by contractor as per Government norms.
26. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
27. The contractor shall not assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
28. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
29. Hygiene, overall cleanliness of surrounding, hall, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals.
30. Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (maximum up to 10% of monthly bill as decided by CIPET Management/Canteen/Hostel committee).
31. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal and the contractor shall take sole responsibility of providing and maintaining the required utensils.
32. Contractor shall be solely responsible in case of incidence 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/contract terminated as decided by CIPET Management Committee.
33. The Contractor shall use **only branded raw materials and best quality** for preparing the food. A quality control Team will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments



due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period for one year (As per attendance report).

34. The contractor has to maintain register in following format on regular basis to assess the feedback of students.

Date	Break fast with particulars	Lunch with particulars	Dinner with particulars	Remarks of Mess supervisor/contractor	Feedback of Students	Signature of Hostel Warden/Committee member

35. Contractor has to provide food to the guests/faculties as per the rates mutually agreed by CIPET & Agency as a when required.
36. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden.
37. Mess workers and cooks should be healthy and medically fit. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
38. Contractor shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
- Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
  - Smoking / drinking liquor etc. is strictly prohibited in the hostel premises.
  - Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
  - Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license, if applicable.
  - All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
  - Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.

39. The Principal Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.
40. Hostel Management Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non compliance with the menu and serving of unhygienic food will result in instant monetary fine.
41. For girls' hostel, contractor should provide preferably the lady workers.
42. Room Rent will be paid on actual occupancy of Rooms.
43. Work Order will be awarded on the basis of evaluation of Technical Bid & Financial Bid as per the grading of available facilities.
- Per room stay capacity of students/Size of room.
  - Availability of Storage /Almirah for per student with locker facility.
  - Seating capacity of canteen area.
  - Availability of toilet & bath-room in a hostel.
  - Availability of play ground indoors and Out-doors games,
44. CIPET is not liable to award the contract to the lowest bidder. Contract will be awarded as per Technical & Financial rating given on the basis of parameters by Tender Committee .
45. Head of count will be based on biometric attendance, which shall be maintained by the contractor at own cost.
46. Fooding and Transportation will be paid as per actual basis.
47. The party must be experienced in Hostel/Mess running minimum strength of 100 nos.
48. It is the responsibility of contractor to Proper Drop and Pickup of students if the distance between Hostel & Institute is more than 1 K.M and provides the good transportation facility. (In any case the hostel should not be located more than 05 km from centre location).
49. The party should submit the fitness certificate and other relevant document of vehicle (Bus) used for transportation of students to CIPET –Lucknow.
50. The party should be responsible for formalities of Police verification certificate of students from their nearest/local Police station.
51. EMD amount shall be refunded to the unsuccessful tenderers without interest within 01 month from the closure of the tendering/award of contract.

#### **TERMS & CONDITONS AS A PART OF AGREEMENT:**

1. **Disputes:** All disputes that may arise shall be referred to the **Principal Director & Head**, CIPET: IPT LUCKNOW, whose decision shall be final.
2. **The duration of the Contract:** The duration of this contract is for a period of 01 year from the date of issue of work order, which may be extended further, on mutual consent and subject to satisfactory performance of the contract.

3. **Payment Terms:** The payment will be made monthly on submission of bill. The bill should be submitted of succeeding month and payment will be made within 20 working days after recheck of bill (Subject to condition) by cheque/NEFT/RTGS from the date of receipt of bill. **Rent amount of the students shall be paid as per the head count during the month; if the student stay period in the hostel is less than 20 days then the rent amount shall be paid on pro-rata basis. If the student stay period in the hostel is more than 20 days rent amount shall be paid in full. If the student absent for more than 05 days, then, food bill shall be calculated on pro-rata basis w.r.t the attendance of the students pertaining to the billing month.**
4. **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions/commissions of contractors, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the CIPET under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
5. **Security Deposit:** The contractor has to deposit a Security Deposit of Rs. **2,00,000/- (Rupees Two Laks Only)** by drawing a demand draft from the Nationalized Bank in favour of the **CIPET, payable at LUCKNOW** within 30 days of the issue of Work order. EMD amount (without interest) of the successful bidder may also be adjusted against the part of the Security deposit.
6. If the contractor fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. CIPET reserves the right to impose Penalty as specified in the Penalty Clause and has the right of get the work done through someone else
7. The security deposit furnished by the contractor will not carry any interest and will be refunded within 03 months from the end of contract:
  - a) On completion of Job Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory he/she is liable for that and the Security Deposit amount will be forfeited.
  - b) The Security Deposit made by the Contractor to be released only after producing the proof of successful compliance of the same or as applicable / advised by CIPET Management.
8. The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.
9. The contractor shall be responsible for the discipline of his workers.
10. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same

11. The Institute may call for special services beyond normal working hours on special occasions, without any additional payments.
12. The Contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.
13. The rate quoted by the Contractor shall include all the component of taxes / levy as applicable to service contract, if any, except GST(Goods & Service Tax).
14. Eligibility: Eligible service provider will be selected on the basis of rating in technical evaluation & Financial quote. CIPET is not liable to award the contract to L1 party only, it will be decided by the Financial & Technical Rating given on the basis of parameters. In case both the party has quoted same rates or tie position, in that case management (CIPET AUTHORITY) should take decision for finalization of the tender on the basis of financial credential, previous work experience and profile of the contractor.
15. On all matters pertaining to this Work order, the decision of the Principal Director & Head CIPET: IPT LUCKNOW shall be final and binding.

**OTHER CONDITIONS:**

1. All records shall be maintained by the Contractor as a part of record of day-to-day work done, they shall be daily authenticated by the Hostel Warden designated for the work. They shall become the basic documents for preparation of bills on monthly basis.
2. Police verification of workers.
3. Periodically health check of workers.
4. The contractor should have valid Food License , as issued by the Government.
5. Safety measures must be followed as per Norms.
6. No replacement of Workers/Cook without approval from CIPET:IPT,Lucknow
7. The contractor should issue valid ID card to the workers.

**PENALTY CLAUSE:**

1. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.
2. Penalty shall be up to Rs.1000.00 per day, per fault/unsatisfactory work related to maintenance of Hostels like poor housekeeping/non-availability of security and Supply of food like occurrence of insects/stones/pebbles/such material.

## **Declaration**

I, ..... (Name of the person) have clearly

understood all the terms & conditions mentioned in the Annexure – III and hereby accepting the same and giving my acceptance.

Place & Date\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

**Agency Seal (in case of agency)/Signature**

## Annexure – 1

### Technical Bid

#### APPLICATION FORM FOR HOSTEL CUM MESS CONTRACT SERVICE

**Payment Details:** DD.No.\_\_\_\_\_ for DD amount of Rs.\_\_\_\_\_

Bank Name/Branch\_\_\_\_\_

1 Name of the Contractor/Agency\_\_\_\_\_

2 Complete Address\_\_\_\_\_

3 Telephone Number(s)\_\_\_\_\_

4 Fax Number\_\_\_\_\_

5 E- Mail address\_\_\_\_\_

Documents to be enclosed along with Annexure – I:

Sl. No	Technical Bid
1	Scanned copy of EMD(Rs.1,00,000/-) & Tender Fees(Rs.2,950/-)
2.	Certificate of Incorporation/ Registration of Firm Certificate/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be
3.	Copy of Income Tax Return for last three Years(2016-17, 2017-2018, 2018-19 )
4.	Copy of PAN & AADHAR

5.	Copy of GST Registration Certificate
6.	Food Safety and Standards License issued from the Government
7.	Average Annual Turnover valuing more than Rs. 25 Lakhs and above during the last three financial Years (2016-17, 2017-2018, 2018-19) in prescribed format. (Copy of audited /CA Certified financial statement enclosed)
8.	Three Year Experience in Providing Hostel Cum Mess Service
9.	Details of previous tenders which were executed to other parties on the similar lines of the present tender
10.	Mess Menu of the week should be submitted including the quantity of the items to be provided per student
11.	Details of building owning documents/ building hiring documents for Hostel purpose to accommodate students
12.	Acceptance to provide Security at the Hostel; Biometric attendance system and CCTV camera at the hostel should be submitted
13.	Any other relevant certifications (if any)

<b>Minimum Facility Required in the Building</b>		
<b>1.</b>	Building having Capacity of Minimum 150 Students for STC(Mention Capacity and size of each room also)	Yes/No
<b>2.</b>	Kitchen & Dinning Spare with Furniture's & Utensils(Mention Size also)	Yes/No
<b>3.</b>	Common Room with TV for extra curriculum activities with Furniture's (Mention Size also)	Yes/No
<b>4.</b>	Location of Hostel Building in Environment Friendly/Pollution Free/Clean Area.	Yes/No
<b>5.</b>	Daily RO Water & Water Cooler	Yes/No
<b>6.</b>	Veg (Paneer/Mushroom) with any sweet dish once in a week (Bio metric attendance system should be followed)	Yes/No
<b>7.</b>	24 Hours Security	Yes/No
<b>8.</b>	24 Hours CCTV Monitoring	Yes/No
<b>9.</b>	Daily Cleaning/Housekeeping	Yes/No
<b>10.</b>	Sufficient Toilets & Bathrooms(Mention No of Bathrooms & Toilets)	Yes/No
<b>11.</b>	Number of Cots(150 or more required)	Yes/No
<b>12.</b>	Number of Mattress, Pillow, Bed sheet, Pillow Cover, Blanket(200 or more required)	Yes/No
<b>13.</b>	Fans ; Sufficient Lights & Hot water for bath	Yes/No
<b>14.</b>	24 Hrs Electricity & Lighting Supply	Yes/No
<b>15.</b>	24 Hrs Water Supply	Yes/No
<b>16.</b>	Health Centre/Sick Room	Yes/No



### **Declaration**

I, ..... (Name of the person) hereby declare

that the I am authorized to sign this document and that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.
2. I understand that the decisions taken by CIPET are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CIPET.
4. I understand that CIPET reserves the right to accept or reject and cancel the empanelment process and reject all Tender/Expression of Interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place & Date\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Agency Seal (in case of agency)/Signature

## **CHECK LIST**

TENDER No.: CIPET/IPT/ HOSTEL MESS/2019-20/01 Date: 03.03.2020

1. Tender Fee Demand Draft on Nationalized Bank:
2. EMD Demand Draft Drawn on Nationalized Bank
3. Registration certificate of the firm (copy enclosed)
4. PAN No (copy enclosed)
5. GST No (copy enclosed)
6. Food Safety and Standards License issued from the Government
7. Experience Certificate (Last 3 years) (copy enclosed)
8. Turnover Certificate issued by Chartered Accountant (For Last 3 years) (copy enclosed)
9. Self Certified copy of Income Tax Returns (Last 3 years) (copy enclosed)
10. List of persons for Hostel caretaker, Mess person and other authorized representative with contact details

**\*All copies of above documents should be self certified.**

**CERTIFICATE OF VERIFICATION BY THE CHARTERED ACCOUNTANT**

This is to certify that the total annual turnover-overall from business furnished by M/s.

..... for the last three financial years i.e. 2016-17, 2017-18 , 2018-19 is as detailed below and as furnished in the enclosed statement of accounts, is verified by us and found correct.

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (in Lakhs)</b>
1.	2016 – 2017	
2.	2017 – 2018	
3.	2018 – 2019	

CHARTERED ACCOUNTANT  
SIGNATURE WITH SEAL

Firm Name: \_\_\_\_\_

Firm Registration No(FRN): \_\_\_\_\_

Member Name: \_\_\_\_\_

Membership Registration No(MRN): \_\_\_\_\_

**FINANCIAL BID**

Date:

Tender No.: CIPET/IPT/ HOSTEL\_MESS/2019-20/01 Date: 03.03.2020

S.No	Particulars		Rate(In.Rs)	GST (Rs.)	Amount (Rs.)
1	Room Rent Per Month	Boys Hostel			
		Girls Hostel			
3	Amount for Break-Fast, Lunch & Dinner per Head/Month.	Break fast			
		Lunch			
		Dinner			
		Total			
4	Transportation(Optional) per head /Month (From Hostel to center location of CIPET:IPT,Lucknow and return to Hostel)	Boys Hostel			
		Girls Hostel			
	TOTAL AMOUNT				

\* The above rates are exclusive of all taxes except GST. Please mention the GST rate on above services.

I HEREBY AGREE TO THE TERMS AND CONDITIONS OF THE TENDER & CIPET:IPT,Lucknow

Place \_\_\_\_\_

Name\_\_\_\_\_

Date \_\_\_\_\_

Designation\_\_\_\_\_

Agency Seal (in case of agency)/Signature

