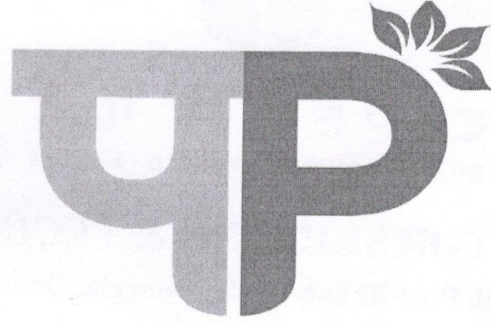


TENDER FOR HOSTEL CUM MESS SERVICES CIPET- DEHRADUN

TENDER NO.: CIPET/CSTS/ADMIN/Hostel cum Mess/2022-23/05

LAST DATE FOR SUBMISSION OF TENDER: 22.03.2023



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CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT (CSTS), Dehradun

(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

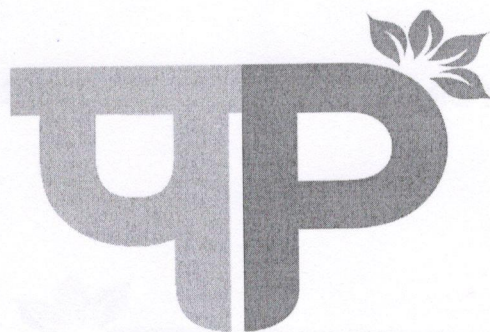
Haridwar Road, Post-Bhaniyawala, Doiwala, Dehradun - 248140

Phone: 0135-2695075, Mob.: 9437043410

E-mail: dehradun@cipet.gov.in Website: www.cipet.gov.in

Tender Document Fee Rs. 1000/-

This Tender Documents contain 15 Pages



CIPET सि पेट

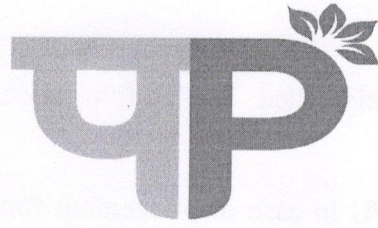
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CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT (

Haridwar Road, Post-Bhaniyawala, Doiwala, Dehradun – 248140

INTRODUCTION

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 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 also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.



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TENDER DOCUMENT FOR CATERING SERVICES TO CANTEEN OF CIPET: CSTS, DEHRADUN

Important Dates:

Date of Advertisement	:	02.03.2023
Last Date for issue of Tender	:	22.03.2023 (2.00 pm)
Last Date for Submission Tender	:	22.03.2023 (5.00 pm)
Date of opening of Tender	:	22.03.2023 (3:00 pm)

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - The tenderer should have at least 3 years' experience in running a hostel mess or canteen. Documentary evidence, such as an experience certificate, issued from the concerned educational institute/University, should be furnished.
 - The prospective bidder should have successfully carried out catering services to Office canteen / Students Hostel Mess for not less than 10 persons / users on a normal working day in a single unit for a continuous period of one year during the last Three years. The time period of Three years shall be reckoned as on 31.12.2022. The bidders having experience only in the cafeteria (Snacks & Beverage Services) will not be considered.
2. The Tenderer should be registered with the Competent Authority and should have PAN number, G.S.T, PF & ESI registration.
3. The Tenderer should be registered with the Competent Authority and should have valid **Food License**.
4. The Tenderer shall have well established office.
5. The Tenderer should not have been blacklisted by any Govt. Dept./Semi Govt. or any other organization.

6. The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 6 above and without all required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Tender is liable to be rejected without EMD or MSME certification against exemption of tender fees/EMD).
10. 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.
11. 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 clearly mentioning on top "Tender for Hostel Cum Mess Service" at the time of submission. DO NOT PUT any DD inside the technical bid cover or financial bid cover.
12. This Contract is for initially one year and extendable further Two year on annual renewal depending on the performance and Rates, terms & conditions mutually agreed upon.
13. **Tender form duly filled in all respects in only original prescribed format, supplied by the CIPET: CSTS, DEHRADUN, duly super scribed, should reach the Office of the CIPET: CSTS, DEHRADUN on or before 22.03.2023 up to 05.00 PM. Tender document fee of Rs. 1000/- (Rupees One Thousand Only) is to be paid in the form of crossed demand draft (DD) in favor of CIPET: CSTS, DEHRADUN payable at Dehradun.**
14. **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) to be deposited in the form of Demand Draft drawn in favor of CIPET, DEHRADUN along with the tender for each bid.**
15. **The Successful bidder shall deposit an amount of Rs. 1,00,000/- (Rupees One Lakh Rupees Only) against security deposit. The EMD of Rs. 10,000/- of successful bidder shall be adjusted against the security deposit. No interest shall be payable on the security deposit.**
16. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same



SUBMISSION AND OPENING OF TENDER

Submission of Tender: The tender can be submitted on all working days. The due date for submission of the tender is on or before 24.02.2023 up to 05.00 PM. In the event of this day being declared as a holiday, the tenders can be submitted up to the extended time on the next working day.

Two-bid system: The offers/bids should be submitted in two-bid system (i.e.) Technical bid and financial bid.

The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the technical bid.

Financial bid should indicate "Daily Rate" for the menu mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers.

"Technical Bid" and "Financial Bid" must be written on these covers clearly and the covers should be sealed. Again, these two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed.

The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released within 15 days after the finalization of the contract. No interest will be paid on EMD. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.

Authority to Sign: All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full type written name and current address. In case of a partnership firm, all the partners of the firm or a partner holding power of Attorney for the firm (a certified copy of the power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership Deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public. In case of a Registered Society, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the By Laws of Society duly attested by a Notary Public. The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.

Compliance/Confirmation: Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility should also be included in the technical bid.

Monthly Rate: The financial bid should include the price quoted as Monthly rate per students and must include all charges including taxes (including GST) and service charges, as levied by Central and State Governments. However, the percentage of taxes and service charges must be clearly indicated.

Late offer: The offers received after the due date and time will not be considered.

Opening of the tender: The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or Tenders with invalid EMD or EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected.

On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the following specifications and requirements. The bidders, Whose Technical Bids are not found acceptable their sealed cover containing financial bid will not be opened and EMD will be returned to them.

1. The details may be filled in the tender documents itself in the space provided against each item. However, if required separate sheet may also be enclosed and it is advised to enclose the copies of testimonials in support of License, EPF, ESI, G.S.T, PAN etc. along with the tender document.
2. Tenderers shall enclose Earnest Money Deposit (EMD) of **Rs. 10,000/- (Ten Thousand Rupees Only)** in the form of Demand Draft drawn in favor of CIPET: CSTS, DEHRADUN payable at Dehradun. Tender Document submitted without prescribed Earnest Money Deposit (EMD) shall be summarily rejected.
3. The E.M.D. of unsuccessful Tenders will be returned within 15 days after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
4. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as **“TENDER FOR HOSTEL CUM MESS SERVICE”**.

Envelope I - Technical Bid, Undertaking & EMD.

Envelope II - Financial Bid

5. The envelope containing sealed tender shall be addressed to Joint Director & Head, CIPET: CSTS, DEHRADUN.

6. No Tenders shall be accepted after due date and time.
7. This office will not be responsible for any postal delay or wrong delivery.
8. Technical Bid will be opened on 24.03.2023 at 03:00 pm in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by email/post/telephonically.
9. The CIPET: CSTS, DEHRADUN will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
10. Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
11. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
12. Tenders should be submitted at CIPET: CSTS, Dehradun, Haridwar Road, Post-Bhaniyawala, Doiwala Dehradun between **10:00 am to 05:00 pm** in the working days before the last date **22.03.2023** up to 05.00 pm. No tender will be accepted after **05:00 pm on 22.03.2023**.

TERMS AND CONDITIONS

1. The Contractor and Staff shall be experience and properly trained in Mess work Hostel Service and in the age group of **20-50 years** and should be able to communicate in Hindi & English.
2. The Tenderer shall provide Security and Cleaning Service in hostel premises.
3. Separate hostel is to be require for Girls and Boys Students.
4. Drinking Water- RO Faculty to be provided in all-time 24 hrs. in hostel premises.
5. All Contractor personnel shall behave politely with the students and Office staff.
6. This Contract is for initially one year and extendable further Two year on annual renewal depending on the performance and Rates, terms & conditions mutually agreed upon.
7. Breakfast with Tea, Lunch, Evening Tea, Dinner with own arrangement (Utensils & Dining Facilities) has to be provided.
8. The Food Quality will be checked by hostel monitoring committee on regular basis.
9. The amount quoted by you including all taxes (including GST) per month per month per students.
10. The Payment of Food Bill will maid on Students Monthly Attendance basis.
11. Contractor shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at Hostel Premises and for due payments of any statutory dues payable if any e.g., on contribution under E.S.I. scheme, P.F, G.S.T, Minimum Wages Act, payment of wages act etc. all such liabilities if any, shall be discharged by Contractor.

If catering agency failed to pay such liability the payment will be adjusted from their security deposit.

12. The contract can be terminated by giving one month notice period by either party. However, in the event of non-compliance or breach of any terms of the contract or unsatisfactory services, CIPET has all the right to terminate the contract by a Month's notice in writing at its own discretion without assigning any reason in such cases.
13. Contractor shall deposit the amount of **Rs. 1,00,0000/- (Rupees One Lakh Only)** against security deposit by way of demand draft in favour of **CIPET: CSTS, DEHRADUN**.
14. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Hostel Agency.
15. The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.

GENERAL TERMS AND CONDITIONS:

1. Dispute: In case of any dispute between the Service Provider, the matter will be referred to CIPET Hostel Management Committee to be approved by the Joint Director & Head and the decision of the Committee will be binding on the contractor.
2. 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.
3. 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.
4. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
5. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities
6. The security deposit will be returned within three months' time from the end of the contract period without interest if there are no pending issues against the contractor.
7. 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.
8. The contractor has to maintain register in following format on regular basis to assess the feedback of Students.
9. Monthly payment to the contractor will be made by CIPET duly certified by Hostel In-charge concerned in one installment after the submission of actual bill including copies of all statements, taxes paid for the period.
10. The contractor and his workers must behave politely with office staff. The contractor and his team, under any circumstances should not involve in arguments with the students. In case of such situations/ under emergency, the Contractor should intimate immediately to the Hostel In-charge.
11. Contractor shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.

- 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 Hostel.
 - Smoking, consuming gutkha, tobacco etc. is also prohibited in Hostel.
 - 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.
 - A copy of the all-statutory levies paid by the contractor should be submitted to the Warden.
12. Contractor shall provide light food to the sick staff/s during his/their sickness period and no extra charge will be paid for the same.
 13. The Joint Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.
 14. Hostel Monitoring Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the staff based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract.
 15. Contractor must make his own arrangements for housekeeping of the Hostel Premises.

PENALTY

Failure to provide Hostel service Facility will attract penalty up to 2% of the Monthly Bill Amount in each instance.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then fine will be imposed.
- b) Lack of Proper Security Service in Hostel premises.
- c) Kitchen should be kept clean. If it is not kept clean.
- d) Changes in approved menu of any meal without permission of Hostel In-charge committee would result in a fine.
- e) If Daily RO Drinking water facility not properly maintained.
- f) If any other terms and condition of the contract not fulfill by the Hostel Agency.

Severity of hygiene failure shall be assessed and decided by the Hostel committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

Hostel 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 Canteen Management shall be final.



DECLARATION BY THE CONTRACTOR

I/We (Name and Designation) have carefully read the terms and conditions of contract as contained in Tender Notification No.Dated:..... and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Joint Director & Head has the right to cancel the contract without any further correspondence and CIPET: CSTS, DEHRADUN, has no financial liability.

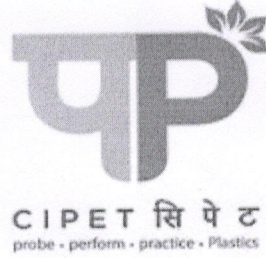
I/We (Name and Designation) promise to pay the compensation or fine in case of such default.

(Signature of Bidder)

Name & Designation Seal of the firm

Place: _____

Date: _____



CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

**(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)
Haridwar Road, Post - Bhaniyawala, Doiwala,
Dehradun – 248140 (Uttarakhand)
Phone: 0135-2695075, 9437043410,
Email: dehradun@cipet.gov.in**

The Institute is inviting tender/quotations for Hostel Cum Mess for the students of CIPET in Haridwar Road, Post-Bhaniyawala, Doiwala Dehradun. The interested parties may send their quotations on the prescribed application form as per Annexure – 1 (Technical Bid) along with the quoted rates as per Annexure – 2 (Financial Bid).

An Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft (DD) / Banker Cheque in favour of the **CIPET, DEHRADUN payable at Dehradun, must be forwarded along with the Tender/quotation. Earnest Money Deposit (EMD), Technical Bid and Financial Bid should be put in separate sealed envelopes, with each envelope clearly indicating the type of enclosures.** All these should be put in one envelope and must be superscribed as "Quotations for Hostel Cum Mess Contract" The tender documents must reach the below address on or before 22.03.2023 at 17:00 Hrs. -

The Joint Director & Head

CIPET: CSTS, Dehradun
Haridwar Road, Post-Bhaniyawala, Doiwala,
Dehradun – 248140 (Uttarakhand)

The Technical Bid of the tenders will be opened on **24.03.2023 @ 15:00 Hrs** in presence of all the tenders or their authorized representatives and Finance Bid opening information will intimate through mail.

Tender Document Fee: Rs. 1000/-

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
 Haridwar Road, Post - Bhaniyawala, Doiwala,
 Dehradun – 248140 (Uttarakhand)
 Phone: 0135-2695075, 9437043410
 Email: dehradun@cipet.gov.in

Technical Bid

APPLICATION FORM FOR HOSTEL CUM MESS CONTRACT SERVICE

Payment Details:

DD.No. _____ for amount of Rs. _____

Bank Name / Branch: _____

1. Name of the Contractor / Agency: _____

2. Complete Address: _____

3. Telephone Nos. _____ Mobile: _____

4. Fax Number: _____

5. E- Mail address: _____

Documents to be enclosed along with Annexure – I:

Sl. No	Documents
1.	Scanned copy of Bid security (Rs.10,000/-) & Tender Fees (Rs.1000/-)
2.	Letter of authorization to attend bid opening
3.	Certificates of Incorporation / Registration of Firm Certificate / Memorandum and Articles of Association / Partnership Deed / Proprietorship Deed / Declaration of Proprietorship etc. as the case may be
4.	Copy of Income Tax Return for last two Financial Years
5.	Copy of PAN & AADHAR
6.	Copy of GST Registration Certificate
7.	Food Safety and Standards License issued from State Government
8.	Details of previous tenders which were executed to other parties on the similar lines of the present tender
9.	Mess Menu of the week should be submitted including the quantity of the items to be provided per student.
10.	Acceptance to provide Security & Cleaning at the Hostel and CCTV camera at the hostel should be submitted.

11.	Details of building owning documents/ building hiring documents for Hostel purpose to accommodate students.
12.	No near relative certificate.
13.	Tender Acceptance Letter.
14.	Details of furnishing available in the rooms for Hostel purpose to accommodate students.
15.	Any other relevant certifications (if any).

Declaration:

I, (Name of the Person) hereby declare that I am authorized from (Name of Firm) 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 and we will not put any litigation.
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:

Signature

Name: _____

Designation: _____

Agency Seal (in case of agency)



DECLARATION FOR RELATION IN CIPET:CSTS, DEHRADUN

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,

The Joint Director & Head

CIPET: CSTS

Haridwar Road, Post-Bhaniyawala, Doiwala,
Dehradun – 248140 (U.K)

Dear Sir,

Sub: Declaration for relation in CIPET:CSTS, DEHRADUN

Ref: EOI No.

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in CIPET:CSTS, DEHRADUN

Tick(✓) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in CIPET:CSTS, DEHRADUN

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in CIPET:CSTS, DEHRADUN and their particulars are as below:

(i)

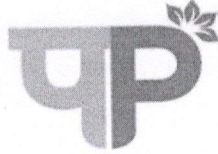
(ii)

Signature of the Authorized Signatory

Note:

1. Attach separate sheet, if necessary.
2. If it comes to the knowledge of CIPET:CSTS, DEHRADUN at a later date that the information furnished by the Bidder is false, CIPET:CSTS, DEHRADUN reserves the right to take suitable action against the Bidder/Contractor.





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CIPET: CSTS, DEHRADUN		
ANNEXURE - 2		
FINANCIAL BID		
S. N.	Parameter	Amount (Rs.)
1.	Room Rent per month per Student	
2.	Amount for Meal (Per Day - Breakfast, Lunch, Evening Tea & Dinner) per month per student	
3.	Vehicle charges per month per student for transport (to and fro Hostel to Campus & Back)*	
	TOTAL	
Acceptance to provide the following essential facilities in the Hostel: -		
1.	Daily RO Drinking Water and Geyser Facility	
2.	24 Hours Security / Caretaker	
3.	CC TV Monitoring	
4.	Biometric Attendance	
5.	Regular Cleaning / House Keeping	
I HEREBY AGREE TO THE TERMS AND CONDITIONS ROLLED OUT BY CIPET: CSTS, DEHRADUN.		
Place _____	Name _____	
Date _____	Designation _____	
Agency Seal (in case of agency)/Signature		

*Not applicable if Hostel premises is within 1 km range from the center.