

सेन्ट्रल इंस्टिट्यूट ऑफ पेट्रोकेमिकल्स इंजीनियरिंग एण्ड टेक्नोलॉजी (सिपेट): : आई पी टी  
(पूर्व में सेन्ट्रल इंस्टिट्यूट ऑफ प्लास्टिक्स इंजीनियरिंग एण्ड टेक्नोलॉज)  
(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)  
गिण्डी , चेन्नै .600 032

Central Institute of Petrochemicals Engineering & Technology (CIPET) : IPT  
(Formerly Central Institute of Plastics Engineering & Technology)  
Department of Chemicals & Petrochemicals (Ministry of Chemicals & Fertilizers,  
Govt. of India) Guindy, Chennai – 600 032.

दुरभाष :044-2225 4701 फ़ैक्स: 0422254707 ई-मेल [chennai@cipet.gov.in](mailto:chennai@cipet.gov.in)



**E-Tender FOR OUTSOURCING OF CATERING SERVICES AT HOSTEL (BOYS & GIRLS)**

**E-Tender No: CIPET: IPT/CHN/ HMC /2020-21/06 Date: 05/01/2021**

**Last Date of Submission: 27 January, 2021 up to 15.00 hrs.**

**TENDER NOTICE FOR**

**Outsourcing of catering services at Hostel (Boys & Girls) at CIPET:IPT,  
Guindy, Chennai – 600 032**



**CIPET: Institute of Plastics Technology (IPT),**  
**(Dept. of Chemicals & Petrochemicals,**  
**Ministry of Chemicals & Fertilizers, Govt. of India)**  
**Guindy, Chennai- 600032,**  
Phone: +91 44 22254701 (06 lines)  
Fax: +91 44 22254707  
E-mail: [chennai@cipet.gov.in](mailto:chennai@cipet.gov.in).  
Web: [www.cipet.gov.in](http://www.cipet.gov.in)

**CIPET: IPT/CHN/HMS/2020-21/06**

**Dated 05/01/2021**

Online tender (two bid system - technical and financial) is invited from reputed contractors/ service providers for catering services at the Hostel, CIPET: IPT, Chennai.

Sl. No	Description of work	Period of the contact	EMD (Rs.)	Cost of Tender forms (in Rs.)	
				Tender Cost Including GST	Online Processing fees
1	Catering Services at Hostel (Boys & Girls) at CIPET;IPT,Chennai.	12 Months	Rs.3,00,000/- (Three Laks) A/c.No. 10565622389 State Bank of India Branch: Guindy Branch Code: 004327 IFSC Code: SBIN 00004327 MICR: 600002114.	Rs.2,950- (Two Thousand Nine Hundred and Fifty Only)	580/-

1. Interested and eligible bidders may view and download 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). The bidders are also requested to submit a hard copy of online technical bid duly sealed and signed to the Principal Director & Head, CIPET: IPT, Guindy, Chennai-600032 on or before **27/01/2021, 15.00** Hrs.
2. The Tenderers have to digitally sign their bids before submitting the bids online thus the tenderers are requested to obtain Digital Certificates.
3. Tender documents are available in our e-tendering website [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) which can be downloaded from 05/01/2021 to 27/12/2021.
4. Tender cost of Rs.2,950/- including GST (Non-refundable).
5. Tenderer which qualifies the technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. CIPET: IPT, Chennai reserves the right to reject any or all the tenders received without assigning any reason(s) thereof.

### **Technical Document**

Kindly upload scanned copies of the relevant documents on the website [www.tenderwizerd.com/CIPET](http://www.tenderwizerd.com/CIPET) on or before **27/01/2021, 15.00 hours**.

### **Online Tender Schedule:**

Advertisement Release on: 05/01/2021.  
 Last date for Bids submission: 27/01/2021, 15.00 hours  
 Technical Bid opening on : 27/01/2021, 16.30 hours  
 Financial Bid opening on after the evaluation of technical bid.

### **For Technical Support**

**Name of the Service Provider: KEONICS**

<b>Contact Person</b>	<b>Telephone/E-mail</b>	<b>Remarks</b>
Local Representative of KEONICS (Chennai): Mr.Madhan	Mobile: 9941947400 E-mail:madhans19@gmail.com	For, Vendor registration/ DSC/any other issue/ Regarding e-Tender Process, please contact KEONICS as

**TENDER FOR MESS CONTRACT FOR RUNNING BOYS & GIRLS  
HOSTEL at CIPET:IPT,Guindy,Chennai-32.**

**PROVIDING CATERING SERVICES AT CIPET BOYS & GIRLS HOSTEL, CHENNAI.**

CIPET :Institute of Plastics Technology [IPT] invites Tender for providing catering and hospitality services for its existing Hostel students (boys & girls). The intending firms should have proven track record of running and maintaining similar type of services in a large reputed institution/organization or providing services for Hostel Mess and or canteen of a large in any Government Organization.

Interested service providers may send their work performed in the last three years along with contact details of the organization served, so as to reach the address given below latest by **27/01/2021 up to 03.00 p.m.**

Sealed tenders are invited in the prescribed format Annexure 'A' for running hostel mess. Interested caterers having PAN Numbers with sufficient experience in running a canteen /hostel mess are eligible to quote. Tender form can be downloaded from our website must be accompanied by a Demand Draft/Banker's Cheque for Rs.2950/- as Cost of Tender forms. [www.cipet.gov.in](http://www.cipet.gov.in). The tender must be accompanied by a Demand Draft/Banker's Cheque for Rs.2,50,000/- as Earnest Money. The EMD will be refunded to unsuccessful bidders. In the case of successful bidder the EMD will be adjusted against the security deposit of Rs.3,00,000/- payable by the bidder.

The present rates for various items are mentioned in Annexure 'B'. The subsidies extended by CIPET are given at Annexure 'C'. The facility/subsidy in the existent form is proposed to be extended to the caterer who is awarded with the contract of running the Hostel Mess. Upkeep & maintenance of the utensils/articles/furniture being the responsibility of the contractor, any loss/damage to them will have to be made good by him at his cost.

The tender will be treated as non-responsive if the tender form is not in the prescribed format or the following documents are not attached:-

- (a) List of clientele during last 3 years.
- (b) Copy of PAN Card
- (c) EMD of Rs.3,00,000/- by way of RTGS/NIFT / DD/Banker's Cheque.
- (d) Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organisation will be considered for relaxation of EMD. NSIC Certificate will be considered for relaxation of EMD.**
- (e) Bidder register under Micro & Small enterprise (MSEs) will be considered only for relaxation of EMD not for Tender fees.**

The Institute will short list the service provider agencies based on the inputs provided in Hostel Mess by the agencies. Inspection of the caterer's work sites by official of the Institute, if required, will be undertaken.

CIPET Hostel Mess has to provide services to Students/ participants of National meetings and workshop. Currently, the mess provides dining facility to 500 people per time. The strength is likely to increase up to 800 (approximately).

### **Scope of the work:**

- 1) Providing tea/coffee/cold drinks/soft drinks/packed food items at the rates as decided by the Institute and agreed by the service provider, to the students.
- 2) Providing good quality fresh basic eatables that require only limited space for preparation and only such equipment as microwave oven, electric appliances, toasters, refrigerators, vending machine etc., for cooking and preservation.
- 3) Providing the services at the Hostel on all the days, as required by the Institute.

**Note:** (i) The Institute and Hostel and its buildings is non-smoking zone. The service provider will ensure that he himself and all his staff employed adhere to the non-smoking norms.

(ii) Sale and supply of Cigarette/Bidi/Gutka/Pan/Pan Masala/Tobacco/Liquor and other alcoholic beverages/Narcotics/intoxicating material are strictly prohibited.

### **Obligations of the Institute:**

- (i) Institute provides rent-free limited space for storage of items and operation of the Hostel. The service provider will be required to set up the facilities required for providing good services to the Institute at his own cost.
- (ii) Institute provide furniture/or fixture to the service provider for Dining purpose.
- (iii) The Institute also provides utensils at the minimum level.

### **ELIGIBILITY AND SELECTION CRITERIA**

1. A registered company, firm or agency having:
  - a. The service provider should have in the business of Running Hostel Mess to educational Institute at least for 2 years with minimum inmate of 500 persons at a Time regularly during the period, Services in any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
2. Average Annual Turnover of Rupees 1.00 crore during the last three financial years.
3. The Tenderer shall have well established office in Chennai since last 3 years and having client in Chennai (Enclosed the Proof of establishment and client list).
4. The Tenderer should not have been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization.
5. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
6. The Tenderer submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for Turno ver and carried out 500 nos or more in Hostel Mess contract.
7. The Tenderer without the qualifications as mentioned at Sl. No.1 to 6 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected outrightly.
8. Canvassing in any form is prohibited and the tenders submitted by the contractar who resort to canvassing is liable for rejection.
9. 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.
10. CIPET: IPT, Chennai does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

**Annexure I**  
**CIPET: Institute of Plastics Technology (IPT), Chennai**

Tender for providing Hostel Mess-Technical Bid

S No	Particulars	
1	Profile of Service Provider	Caterer or Hotelier (strike out whichever is not applicable)
2	Name	
3	Address in full	
4	Telephone/ Mobile no.	
5	Fax, Email	
6	Month and year of establishment	
7	Name of Proprietor/Partner	
8	Annual turnover during the last 3 years	
9	Whether the firm is income-tax assessed If yes please give the details of PAN No. and copy of the latest Assessment order.	
10	Registration No., if applicable	
11	EPF No. ESI No.	
12	Details of Infrastructure, persons employed, no. of offices/branches available with the service provider	
13	GST No.	
14	DD/Banker's Cheque No. & Date towards EMD	

Note: Attach extra sheet if required.

Place:  
Date:

Signature of the Caterer/ Hotelier

Official Seal

**Annexure II**

Details of previous contracts:

Period of contract		Name & Address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual)
From	To				

(Letter from the organization should be submitted along with this)

**Annexure B (ii)**

Details of Present contracts, if any, of similar nature being rendered by you (that will be available for inspection by our officials)

Period of contract		Name & Address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual)
From	To				

N.B. This can also typed separately and may be attached.

Place:

Date:

Signature  
Name of the Caterer/  
Hotelier

## CERTIFICATE OF ETHICAL PRACTICES

1. I/We assure that neither I/We nor any of my/our workers will not do any act/s, which are improper/ illegal during the execution of the contract awarded to us.
2. Neither I/We nor anybody on my/our behalf will not indulge in any corrupt activities/practices in my/our dealing with the institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. I/We hereby undertake that neither our firm nor any of our sister concerns have not been block listed by any of the State/Central Government or organizations, Public sector undertakings.

Place:

Signature

Name of the Caterer/

Date:

Hotelier

Official Seal

List of documents enclosed:-

- 1.
- 2.
- 3.
- 4.
- 5.





Annexure V

**CIPET HOSTEL FOOD MENU**

<b>DAY / DESCRIPTION</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
<b>Morning</b>	Coffee	Coffee	Coffee	Coffee	Coffee	Coffee	Coffee
<b>BREAKFAST</b>	Idly - 5 Nos. Vadai (Urudal) - 1 no. Sambar & Chutney	Poori - 5 Nos. Poori Masal (Potato and onion)	Pongal, Vadai (Urudal) - 100 grams, Sambar & Chutney	Onion Dosa - 4 Nos. Ground nut chutney and Sambar	Idly - 5 Nos. Vadai (Masal) - 1 no. (100 grams) Sambar & Chutni	Noodles / Semiya Uppuma, Masal Vadai - 100 grams. Tomato sauce / Coconut chutney	Bread , Butter, Jam, butter.
<b>LUNCH</b>	White Rice, Sambar, Rasam, Poriyal, Papad, Egg or Banana, Curd, Pickle	White Rice, Dhal, Rasam, Poriyal, Veg. curry Papad, Egg or Banana, Curd, Pickle	White Rice, Vatta Kulampu, Rasam, Veg Kuttu, Papad, Egg or Banana, Curd, Pickle	White Rice, Moor Kulampu, Rasam, Veg Poriyal, Papad, Egg or Banana, Curd, Pickle	White Rice, Sambar, Rasam, Veg curry, Papad, Egg or Banana, Curd, Pickle Sweet - Kesari	White Rice, Dhal, Rasam, Keerai Poriyal or , Keerai Kuttu Papad, Egg or Banana, Curd, Pickle	Chicken Briyani, Egg, Onion Raitha, Brinjal Curry. Veg Briyani, Banana, Chips Sweet - Payasam
<b>EVENING</b>	Tea & Ground Nut (50 grams)	Tea & Masal Vadai	Tea & Samosa - 1 No. (50 grams)	Tea & Bajji	Tea & Black sundal	Tea & Veg Bonda - 1 No.	Tea & Good day Biscuit - 3 Nos.
<b>DINNER</b>	Chappathi - 6 Nos. Veg Channa Masala	Kal Dosai - 4 Nos. Sambar, Kara Chutney	Chappathi – 6 Nos. Chicken Kuruma 100 grams, Veg. Kuruma, White rice, Rasam	Variety Rice / Coconut / Vegetable Pulao / Chips & onion Raitha & Pickle	Poori - 5 Nos. Veg. Kuruma, Tomato Rice, Onion Raitha	Masala Dosai - 4 Nos. Sambar, Chutney	Sambar Rice (or) Lemon rice (or) tamarind rice & Curd Rice, Papad, Pickle

Signature with Authorization Seal & with address

**PROFORMA FOR PERFORMANCE STATEMENT**  
(For Mess Contract)

Name of the Contractor .....

Name of the Organisation/ Institute with address to whom Mess facility is provided	Order No and date	Number of Students/ Employees for one dinner	Rate Per Day	Date of Starting the Contract	Date of closing of Contract	Remarks

Signature and Seal of the Bidder

### **TERMS & CONDITIONS FOR HOSTEL MESS**

1. The rate quote includes cost of provisions, cost of vegetable, cost of gas refilling salaries to mess workers and maintenance.
2. The contract will come into force from 01.02.2021 to 28.02.2022.
3. Water, Electricity, Lighting will be provided by CIPET.
4. Minimum no. of days for mess out is 10 (TEN) days per semester per students.
5. Necessary entries shall be made in the mess card for billing purpose by contractor.
6. No advance payment will be paid for running the mess.
7. Payment will be collected from accounts department before 10<sup>th</sup> of subsequent month and proper receipt should be issued.
8. Contractor shall keep the entire infrastructure in good conditions & shall be returned intact at the time of termination of contract of the hostel.
9. The existing utensils, gas cylinders will be given to the contractor for use & the same shall be returned at the time of ending contract. Repairs if any shall be carried out by the contractor.
10. The contract may be terminated 30 days notice in advance by the both the parties.
11. Contractor shall have to provide sufficient manpower to supply food in hostel. He shall make all such arrangement to run the mess in smooth condition and the Contractor has to arrange Housekeeping and clearing personnel in Kitchen and Dining Hall.
12. A Mess Managing Committee under supervision of CIPET management will monitor the mess, quality of food etc. & suggestions for improvement, if any.
13. Contractor shall not entertain outsiders other than mess staff inside the hostel premises. He shall not use the premises / infrastructure for any other commercial activities.
14. Contractor shall use the approved qualities of material of reputed brand.
15. In case of any deviation in the menu quoted, money shall be deducted proportionality from the bill claimed.
16. Extra items will be charged after approval of Rate by the Mess Managing Committee.
17. Continuation of contract is subject to adherence of quality, rate timing etc.
18. The contractor shall not increase the quoted rate within the contract period.
19. Any major repairs in infrastructure shall be brought to the notice of concerned authorities for necessary action.
20. Hygienic, fresh food and the items prepared as per the menu list (enclosed) shall be served at all time.
21. Prior approval of CIPET Management and General Committee have to be obtained for any change in menu. All the items shall be prepared in-house.

22. If any drastic reduction in the prices of material, revision on the rate may be considered.
23. The contractor should not involve with students activities at the Hostel.
24. The contractor shall deposit a sum of Rs.3,00,000/- with the institute as security deposit. The security deposit shall be returned to the contractor at the end of it, subject to deduction or forfeiture on account of institute dues/employee dues/return of utensils/losses/thefts/damages, etc. The deposit will be on no interest so long as it is retained by CIPET.
25. The liability for compensation for cooks, helpers, suppliers shall be that of contractor and the contractor is held responsible.
26. In case of any poison in food or any loss to the student life due to food poison, the contractor will be at the sole responsibility and loss has to be made good by them, unless otherwise proved that it was not their liability.
27. The contractor shall supervise the cooking and helping personnel adequately and ensure good hygienic food is served to the students.
28. The institute may with written constant of the contractor extend the period of contract if necessary.
29. With regard to the interpretation of the terms & conditions of this contract or any other disputes the decision of the Principal Director & Head, CIPET Chennai shall be final.
30. Chennai is the jurisdiction for settlement of all legal disputes.

Please acknowledge receipt of this letter and signify your acceptance thereto.

Date:

Signature

Place:

Name of the Contractor

Address: