



छात्रावास भोजनालय सेवा प्रदान करने के लिए ई-निविदा
ई-निविदा संख्या : सिपेट: सीएसटीएस/वलसाड/ भोजनालय/2020-21/01 दिनांक: 05.03.2021

निविदा जमा करने की अंतिम तिथि : 05.04.2021, 14:00 बजे तक

सिपेट: कौशल एवं तकनीकी सहायता केंद्र, वलसाड
(रसायन एवं पेट्रोसायन विभाग)
रसायन एवं उर्वरक मंत्रालय, भारत सरकार
तिरुपति प्लाजा, एन.एच.08, धरमपुर चौकड़ी,
आई.ओ.सी.एल.पेट्रोल पंप के पास, वलसाड – 396001

E TENDER FOR PROVIDING HOSTEL MESS SERVICES

E-Tender No.: CIPET: CSTS/VALSAD/MESS/2020-21/01 Dt. 05.03.2021

LAST DATE FOR SUBMISSION OF TENDER: 05.04.2021, 14:00 Hrs

CIPET: CENTRE FOR SKILLING & TECHNICAL SUPPORT, VALSAD

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

**Tirupati Plaza, N.H. No.8, Dharampur Chokdi,
Nr. IOC Petrol Pump, Valsad (Gujarat) - 396007**

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CIPET: CSTS - VALSAD

Notice Inviting E-Tender

E-Tender No.: CIPET: CSTS/VALSAD/MESS/2020-21/01 Date: 05.03.2021

CIPET: CSTS,VALSAD invites item rate E-Tender in two Bid systems (Technical and Financial) from registered and reputed agencies for providing of “STUDENT MESS/CANTEEN SERVICES” for its office campus Buildings & Hostel Premises located at CIPET: CSTS, **Valsad/Chikhli**

Sl. No.	E-Tender No. & Date	Name of the Item/Work	Estimated Value of tender (Including Applicable GST)	EMD in Rupees	Service should start within	Tender Fees in Rupees	Last Date & Time of online Bid submission
01	CIPET:CSTS/VALSAD/MESS/2020-21/01 Dated: 05.03.2021	Canteen & Hostel Mess Services at CIPET: CSTS, Valsad/Chikhli.	Rs. 90,00,000/- (Rupees Ninety Lakhs Only)	Bid Security Declaration in prescribed format	30 Days from the date of award of contract order	1180.00 Non-Refundable Inc. GST	05.04.2021, 14:00 Hrs.

Interested and eligible bidders may view and download the detailed tender documents from CIPET's E-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. All Bids must be submitted through the online portal 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 Sr. Tech. Officer & In-charge, CIPET: CSTS - Valsad on or before 05.04.2021 at 14:00 Hrs.

In light of the provisions contained in point-4 contained in OFFICE MEMORANDUM No. F.9/4/2020-PPD, GoI, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020, all bidders must submit the **Bid Security Declaration** in prescribed format, in place of EMD. The Tender Fee will be accepted in the form of Demand Draft/ Banker's Cheque drawn on any Indian Nationalized Bank favoring “CIPET VTC ACCOUNT” payable at Valsad and shall be submitted at CIPET: CSTS, Valsad as specified on or before 05.04.2021 by 14:00 Hrs. in separate sealed cover.

Salient information about the E-Tender:

1. **Mode of submission:** Only ONLINE Tenders will be accepted; no offline Tenders will be accepted.
2. **Availability of Tender Documents:** All Bid formats (Technical & Financial) will be available ONLINE at CIPET's E – Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from the websites.
3. **Who can participate for this e-Tender?** - The registered vendors of CIPET through www.tenderwizard.com/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 by Online Payment 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 (Non-refundable) of Rs. 1,180/- (Inc. GST) is Payable to CIPET CSTS, Valsad in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.
 - c. Processing Fees as applicable Payable Online separately to M/S. KEONICSLTD.
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:
Helpdesk of KEONICS Shri Brijesh S Patel: -	i)080-40482000, 09894191904 & 7600067227 {between 9:00 am to 6:00 pm}	For Vendor registration / any other issue regarding e-Tender Process, please contact: KEONICS as the details given in the previous Columns
E-mail id	twhelpdesk637@gmail.com brijesh.s@etenderwizard.com	

CIPET: CSTS - VALSAD

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned to PDF & JPEG 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 Addenda / 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 the e – Tender, for which no separate paper advertisement will not be published.
11. **Last date of online submission of Tender bid: 05.04.2021 up to 14:00 Hrs.**
12. **Bid Security Declaration** and Tender Fee must be in approved mode only and shall be 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 05.04.2021 by 14:00 Hrs. at CIPET CSTS, Valsad. Non-receipt of the same are liable for rejection of the Tender. Bidders registered with the Central Purchase Organization, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the concerned Ministry or Departments are exempted from paying the EMD and all other bidders must submit the Bid Security Declaration in prescribed format, in place of EMD as per the provisions contained in point-4 contained in OFFICE MEMORANDUM No. F.9/4/2020-PPD, GoI, Ministry of Finance, Dept. of Expenditure, Procurement Policy Division dated 12.11.2020.
13. **Date & Time of Technical Bid Opening: 05.04.2021 at 14:00 Hrs.**
14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated about the date & time after technical bid evaluation through the e-Tender portal.
15. Venue for Opening Bids: CIPET CSTS, Valsad – 396007.
16. CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Sr.Tech.Officer & In-Charge
(CIPET: CSTS, Valsad)**

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - a) Contractors having at least 3 years satisfactory experience of running Students Hostel Mess & Staff canteen where regular daily catering services are being rendered.
 - b) Minimum Annual Average Turnover of Rs. 50.00 Lakhs (Rupees Fifty lakhs Only) during the last three financial years (2017-18, 2018-19 & 2019-20).
 - c) The prospective bidder should have successfully carried out catering services to Hostel Canteen Cum Mess for 200 - 300 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 31.03.2020. 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, GST, 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 registered established local office in Gujarat.
5. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi Govt. Deptt. 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 7 above and without all required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Tender without Tender Fee & Bid Security Declaration will out rightly be rejected. Bidders registered under MSME/SSI/NSIC Industries are exempted from submission of EMD. But they must enclose the exemption certificate for the same services in this contract.
10. The Tenderer shall submit the Income Tax returns of the last three assessment year (2018-19, 2019-20 & 2020-21).
11. The Tenderer shall submit the Audited Final Account of the last three financial Year.
12. 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.

13. The contract for 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 be engaged on trial period of 03 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. The one-year contract period is subject to renewal by the Institute on satisfactory performance and as per mutually agreed terms and conditions. This contract period can be extended for a maximum period of 02 years only.
14. The Successful bidder shall deposit an amount of Rs. 2,70,000/- (Rupees Two Lakh Seventy Thousand Only) against security deposit. No interest shall be payable on the security deposit.
15. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same.

This Tender form contains Section I to VII

SECTION: I

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology, (CIPET: CSTS - Valsad) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre at Valsad (CIPET: CSTS, Valsad), Gujarat invites e-tenders in 2 bid system (Technical and Financial Bid) for the Item / work titled "Hotels Mess Services at" CIPET: CSTS, Valsad/Chikhli.

SECTION: II

CONDITION: General Terms and Conditions:

Mess bidder will be finalized based on his / her experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. If required, a team of wardens may also take visits to check up the quality of food being served etc. by the bidder at the place of his/her current contract of catering / mess / canteen services. Mess Bidder (herein after referred as bidder) is required to note that health, hygienic safety and satisfaction of the hostel inmates is the prime concern of the hostel authority. On behalf of the students of Hostels, CIPET: CSTS, Valsad hereby lays down the following terms and conditions which shall be binding to the bidder.

1. This mess contract period is for one year initially. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
2. The CIPET: CSTS, Valsad will provide necessary facilities such as, electricity, furniture. These facilities will be in the charge of the Bidder and he / she will be responsible for any loss/damage other than usual wear and tear. In case of any loss or damage, the bidder will has to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Wardens.
3. The maintaining safety, health and hygienic conditions in and around the mess will be the responsibility of the bidder. Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
4. The bidder is required to keep one mess manager, one cook and a helper for effective functioning and management of the mess. The age of every mess worker must be between 18 to 50 years.
5. The bidder and mess workers have to behave politely with hostel inmates.
6. Smoking and intoxication (**drug, alcohol, Gutkha, Tambaku, etc.**) is strictly prohibited in the Institute premises.
7. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
8. The bidder must put complain register at the entrance of the mess which will be checked by mess committee/ hostel secretary/ Warden/ Chief Warden on regular basis.

9. If the mess management of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then **SR.TECH.OFFICER & IN-CHARGE, CIPET :CSTS, Valsad** is fully empowered to terminate the contract with a short notice of one week. The Hostel Wardens & Canteen Committee's opinion is final so far as the food quality / mess management is concerned.
10. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of **cooked food shall not be stored / preserved after meals**, not following warden's suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.
11. Mess workers and cook should be healthy and medically fit. They are required to have a regular Medical checkup with the Institute Medical Officer/ any other doctor suggested by Warden. These expenses have to be borne by mess bidder themselves. If any mess worker is found medically unfit, he / she may not be given permission to continue his / her duties and mess bidder has to replace him / her immediately without fail.
12. Bidders are required to give company uniform to the mess worker and mess supervisor / mess manager. It is to be ensured that whenever the mess workers are on duty they should be in uniform. The uniform should be cleaned / washed at least thrice in a week.
13. Sample daily menu to be followed by the bidder is attached with this document. Any further change in Mess Menu will be prepared in consultation with dietician along with canteen committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
14. The meals should be served at following timings:

Breakfast	--	07:30 a.m. to 09:00 a.m.
Lunch	--	12:15 p.m. to 01:45 p.m.
Evening Snacks	--	04:30 p.m. to 06:00 p.m.
Dinner	--	07:30 p.m. to 09:30 p.m.

The timings may be changed as and when such circumstances arise.
16. Bidder shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
17. The payment of the bidder will in one / two instalments of the actual mess bill within 15 days after depositing the bill.

18. The payment / calculation of mess bill would be on actual days of operation of the mess. Service charge will not be paid when mess is not operated due to official breaks/ vacations during the academic year.
19. Bidder shall collect the guest charges directly from the students / guests who are not registered for Meals.
20. Subletting of contract is strictly not allowed which can lead to termination of the contract.
21. At present this mess contract period is for one year and hostel authority/ Canteen Committee are satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.
22. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
23. The type of mess will be decided at the time of awarding the mess contract.
24. All the items to be served in the mess including curd shall be prepared preferably in the mess.
25. The bidder is required to maintain the details / records of all his employees / mess workers. This information along with their photographs shall be submitted to the Hostel Warden in the prescribed format.
26. Tea / coffee / milk shall be served in evening / at night as per requirement with permission of Warden at the approved rate.
27. Liability / responsibility in case of any accident causing injury/ death to mess worker/s or any of his staff shall be of the bidder. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
28. Bidder shall be solely responsible in case of incidence(s) of food poisoning 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 bidder as decided by the Hostel Wardens / Canteen Committee for such incidence/s.
29. The bidder shall not employ any mess worker whose track record is not good. He / She should not have involved in any **crime / offence / police case**.

30. Quality control will be done by Canteen committee members, and that charges will be paid by hostel sections. Monitoring of quality of food, hygiene, cleanliness, etc. in the mess operation area will be carried out on weekly basis and final score will be derived by taking average of weekly Quality Score (QS). The following scale will be adopted for monitoring of quality.

Quality	Very Poor	Poor	Good	Very Good	Excellent
Rating	1	2	3	4	5

Penalty will be imposed, if QS for the month will be less than 3.5 or below. The penalty amount will be decided by the Council of Wardens.

31. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The bidder shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco, paan, etc. is also prohibited in hostel premises.
32. The bidder has to follow all labour laws / government laws in regard of employing the mess workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.
33. The bidder shall be completely responsible for appropriate behaviour of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action as suggested by the Hostel Warden under intimation to the **Sr.Tech.Officer & In-charge, CIPET :CSTS, Valsad.**
34. Wage to the mess workers will be disbursed by the mess bidder compulsory in the presence of hostel warden. If bidder will not give wage to the mess workers as per the Govt. labour laws, his contract may be terminated with a short notice of one week. The decision of a canteen committee / Hostel warden will be final in this matter. Bidder shall submit certificate of payment of salaries to all the mess workers in every month of mess operation.
35. The bidder shall provide other prepared food items like biscuits, wafers, namkins and flavoured milk etc. in consultation with the Hostel Warden whenever such need arises on as per actual cost.
36. Following deductions will be made from the bidder's mess bill:
- (a) Gas to be arranged by bidder.
 - (b) Income Tax / GST Tax any other tax at the rate as applicable from time to time.

37. The following brands of grocery items are permissible to be used.
- Atta:** Shaktibhog/Ashirwad/Golden Khazana
- Groundnut oil/ Sunflower/ Mustard Oil :** Tirupati/ Fortune/sunflower/Kachi Ghani
- All type of Masala:** Badshah/Everest/Ramdev/MDH/Kitchen King
- Bread:** Modern/Amul/Sudha/ Morris
- Ghee/butter:** Amul /Mother Dairy
- Tea/Coffee:** Tata Tea/Taj Mahal/ wagh bakri
- Salt:** Tata/Annapurna
- Besan:** Ramdev/ Gaay chhap
- Noodles:** Maggie/Top Roman/ Knorr
- Rice:** Basmati Rice/ Good quality /any other equivalent to this / as approved by hostel warden/ canteen committee.
- Milk / Curd:** Amul/Mother Dairy
- Vegetables:** Fresh Vegetables
38. Mess will be closed as per the prior instructions of Hostel Warden during vacation under Intimation to competent authority.
39. Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
40. Drainage line to be maintained/ repaired in case of blockage due to wastage of food material by the bidder at his/her own expenses.
41. Responsibility of providing Medically-Fit Mess Staff - The contractor shall ensure that all employees engaged by him are free from communicable/ infectious disease and are also medically fit to work at mess. Medical officers specified by the Mess Committee/ Chief Warden /Warden shall conduct medical examination on every 2 (two) months or as decided by the Institute. The cost of the medical examination will be borne by the contractor. If in the opinion of the institute any of the contractor's employee(s) is found to be suffering from any such disease/condition or if any employee(s) of the contractor is found to have committed misconduct or misbehaviour, the Mess Committee/Chief Warden/ Warden shall have the right to ask the contractor to remove such employee(s) without questioning the decision of the institute. The Institute shall be entitled to restrain such employee (s) from entering into the mess premise. Thereafter, the contractor shall have to provide a substitute(s) within a reasonable time.

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42. The contractor shall not appoint any sub- contractor for the work assigned to him without the written permission of the Mess Committee/Warden. Also, no part of the contract, nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.
43. FESTIVE SPECIAL MEALS: As directed by Hostel Warden/ Canteen committee for special menu for such occasion based on holiday calendar of the Institute.
44. Arbitration - Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the Sr.Tech.Officer&In-charge of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on both parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
45. **The caterer will be fined in case of violation of the following rules:**
- i. Unavailability of complaint register on the counter/discouraging the complaint would lead to a fine of Rs. 500/- on the caterer.
 - ii. 3 or more complaints of insects found in any meal would invite a fine of Rs. 2000/- on the caterer.
 - iii. 10 or more complaints of unclean utensils in a day would lead to a fine of Rs. 1500/- on the caterer.
 - iv. If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the caterer.
 - v. If food for any meal over within timings of mess and waiting time is more than 20 minutes, then a fine of Rs. 1000/- would be imposed on the caterer.
 - vi. Changes in menu without permission of mess committee would result in a fine of Rs. 2000/- on the caterer.
 - vii. Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area etc) will lead to fine of Rs. 2000/- on caterer.
 - viii. For any rules stated in the agreement - First violation of the rule implies fine as per the rule. - Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer. - All subsequent violations of the same rule would invite five times the initial amount of fine.
 - ix. Absence of proprietor from mess council meeting (which will be held once every month) will attract a fine of Rs. 10,000/- on caterer.
 - x. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the warden.

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46. Safety Regulations - In respect of all labour, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable.
47. Fulfilment of Statutory Provisions - The contractor shall be responsible for fulfilling the requirement for all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. Hence, non compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract. The contractor shall maintain all records required to be maintained under statutory enactments and the Chief Warden/ Warden and his authorized representatives shall be entitled to inspect all such records at any time. No worker below the age of 18 (eighteen) years shall be employed for the mess work. The Contractor has to pay the salary to workmen in presence of Chief Warden/ Warden and/or his authorized representatives as per payment of wages act every month for immediate previous months work without waiting for clearance of his pending bills. Failing which a penalty equivalent to 5% of monthly bill value shall be imposed on contractor.
48. Accident or Injury to Workmen - The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.
49. For sick students, the contractor shall arrange to serve "sick diet" at their rooms. The sick diet shall be defined and provided by mess committee to the contractor.
50. **At any circumstances the staff/employee of bidder/contractor shall not have any claim what so ever for any type of employment with CIPET: CSTS, Valsad.**

SECTION III:
MENU FOR HOSTEL MESS

Sr. No.	Day	Breakfast	Lunch	Evening Snacks	Dinner
1	Monday	Methi Gota (5 Nos) with Curd/Chatni + Tea	Roti, Rice, Dal, One Seasonal Veg, Kathol Veg, Gulab Jamun Sweet (2)	Marie Gold Biscuits (4 Nos) + Tea	Kadhi & Khichadi + Roti + One Seasonal Veg
2	Tuesday	Khaman + Tea	Roti + Veg Briyani + Raita + One Seasonal Veg	Parle Gold Biscuits (4 Nos) + Tea	Rice, Dal, Puri & Chola
3	Wednesday	Bread with Jam & Butter (4) + Tea	Roti, Rice, Dal, One Seasonal Veg & Kathol Veg, Fruit/sweet Dish	Marie Gold Biscuits (4 Nos) + Tea	Roti, Rice, Dal, One Seasonal Veg + Banana
4	Thursday	Poha + Jilebee (3 Nos) + Tea	Roti, Jeera Rice, Dal, One Seasonal Veg	Parle Gold Biscuits (4 Nos) + Tea	Roti, One Seasonal Veg, Kadhi, Khichdi and Fruit/Sweet Dish
5	Friday	Khaman + Tea	Roti, Rice, Dal, One Seasonal Veg, Kathol Veg, Fruit/sweet Dish	Marie Gold Biscuits (4 Nos) + Tea	Roti, Rice, One Seasonal Dry Veg + Dal + Paneer Mutter
6	Saturday	Samosa (2 Nos) in large size with tomato ketchup + Tea	Roti, Rice, Dal, One Seasonal Veg, Kathol Veg	Parle Gold Biscuits (4 Nos) + Tea	Roti, Rice, Dal, One Seasonal Veg
7	Sunday	Jalebi fafda + Tea	Roti + Veg Briyani + Raita + One Seasonal Veg	Marie Gold Biscuits (4 Nos) + Tea	Roti, Rice, Paneer Mutter, One Seasonal Veg Curry

1. Green Salad, Papad, Pickle, DAILY WITH Lunch and Dinner.
2. Menu can be Changed as per mess committee meeting decisions and markets situation.
3. Daily Dahi (Curd) for staff in lunch in minimum 100 gm.
4. Roti & Rice is unlimited quantity.

Sr. Tech. Officer &/c

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SECTION IV:

FORM- I

TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head) Date: -----

To,
The Sr.Tech.Officer & In-charge,
CIPET: CSTS, Titupati Plaza, NH – 08,
Dharampur Chokdi, Nr. IOC Petrol Pump,
Valsad – 396007

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No :

Tender Name:

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the website- [www.cipet.gov./](http://www.cipet.gov/) www.tenderwizard.com/ CIPET in as per your advertisement, given in the above mentioned website.

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

SECTION V:

FORM- II

CERTIFICATE OF ETHICAL PRACTICES

(This document shall be duly signed by the tenderer and to be attached with Technical Bid)

1. I/We assure the CIPET: CSTS, Valsad that neither I/We nor any of my /our workers will 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 indulge in any corrupt activities /practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Place: -----

Date: -----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-C

BID SECURITY FORM

Whereas _____
(hereinafter called the tenderer)

has submitted their offer dated _____
for the supply of _____
(hereinafter called the tender)

Against the Purchaser's Tender No. _____

KNOW ALL MEN by these presents that WE _____ (Bank Name)
of _____ having our registered office at
_____ are bound unto _____ (hereinafter called the "Purchaser")

In the sum of _____

For which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS OF THIS OBLIGATION ARE:

(1)	If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.
(2)	If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity
(a)	Fails to furnish the Performance Security for the due Performance of the contract.
(b)	Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the

Branch

Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

Bid Securing Declaration Form

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)I/We. The

undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)Duly

authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

CIPET: CSTS - VALSAD

Technical Qualification Bid
PROFILE OF THE TENDERER
PART 1

Sl. No	Particular	Remarks
A.	Should have minimum 3 years' experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 50 lacs, exclusively in Catering services, preferably at large institutional establishments.	Informative and for Strict Compliance
B.	Should have/obtained before commencement of the work the requisite licenses, approvals, certificates from all statutory authorities viz. Municipal/Income Tax/Sales Tax/GST/Commercial Tax Depts. valid for the entire duration of the above work.	Informative and for Strict Compliance
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax, GST etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.	Informative and for Strict Compliance
1.	Name of the applicant/Firm/Agency:	
2.	Registered Office:	
3.	Year of establishment:	
4.	Type of Organization: (whether proprietorship, partnership, Private Ltd. & MSME/NSIC, Certified copy of a Partnership deed/ Certificate of Incorporation/certificate of MSME or NSIC, Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5.	Name of the Proprietor, Partners/ Directors of the Firm with Address, Phone Number and Email ID	
6.	Food License Number	
7.	PAN Card & TIN Number (Tax return of last Three Financial Year) [Photocopy to be attached]	
8.	GST Registration No.: [Photocopy to be attached]	
9.	FSSAI & ESIC (Copy Enclosed)	
10.	PF (Copy Enclosed)	
11.	Number of persons employed: Permanent.....Temporary.....	
12.	Whether 24x7 service and support will be available	
13.	Do you have an office at Gujarat? If so, Please provide the Address and Telephone No.	
14.	Annual average turnover more than 50 lakhs during last 3 FY 2017-18, 2018-19 and 2019-20 (copy enclosed)	
15.	Balance Sheet, Profit & Loss Accounts & ITR of last 3 FY 2017-18, 2018-19 & 2019-20 (copy enclosed)	
16.	Tender Fee Paid Rs. 1180/- /DD & Bid Security Declaration with Annexure C&D (copy enclosed)	
17.	No. Blacklisting Declaration	
18.	Others	

Place/Date:

(Name, Designation and Signature with Seal of the Company)

CIPET: CSTS - VALSAD
DETAILS OF PREVIOUS CONTRACTS
PART 2

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Place:

Date:

SIGNATURE OF THE TENDERER

CIPET: CSTS - VALSAD

PART 3

Undertaking

I/We hereby undertake that if any information given in the technical bid/Tender Document is found false/incorrect at any stage after opening of the tender, the bid shall be rejected and EMD/Bid Security shall be forfeited by CIPET: CSTS, Valsad

Name & Signature of the Contractor

Or its Authorized signatory

with seal of the Agency/Company

CIPET: CSTS - VALSAD

FINANCIAL BID

(Shall be submitted by the bidder on official letter head)

Please fill rates in appropriate columns in Indian Rupees)

To,
Sr. Tech. Officer & In-charge,
CIPET: CSTS, Valsad

Subject: Financial Bid for providing Hostel Mess Services – Reg.

Ref: Your Tender Enquiry No.: CIPET: CSTS/VALSAD/MESS/2020-21/01

In response to tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

Rates Quoted for Valsad/ Chikhli Centre locations

Sl. No.	Description	Rate in Figure	Rate in Words
1.	Rate per day-per student for breakfast *		
2.	Rate per day-per student for Lunch *		
3.	Rate per day-per student for Evening Snacks + Tea *		
4.	Rate per day-per student for Dinner*		
5.	Total cost (Per day per student) * for student		
6.	Rate per Tea Cup (100ml) for staff		
7.	Rate per Coffee Cup (100ml) for staff		
8.	Rate per Milk Cup (200ml) for staff		
9.	Rate per Curd Cup (100gm) for staff		

* These prices include all kind of material cost and profit margin of contractor, applicable taxes (GST), any other statutory Central/State Govt. taxes and Extra charges.

Authorized Signatory of the Bidders with Seal

-----X-----

CIPET: CSTS - VALSAD
SECTION: VI

Award of mess operation contract:

- i. The institute will award the Hostel mess operation contract as per the following procedures.
 - a) The bidders qualifying the Technical Evaluation Criteria (Part 1, 2 & 3) will be considering for evaluation of the financial bid.
 - b) The Common price for the all the Hostel and Mess operation will be decided on the basis of quoted price of qualified bidders (**Financial Evaluation**).
 - c) Bidders who are not agreeing to the common price may be abstaining from the further process.
 - d) The merit list of successful bidders depending upon Financial evaluation will be declared and mess will be awarded on the basis of clusters as per the merit by choice of the **first bidders** agreed on common price.
- ii. Notwithstanding the above, the institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract. Also, institute reserves the right to select or reject any bid without assigning any reason thereof.
- iii. The bidders whose bid is accepted will be notified for the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
- iv. Bidder has to submit the proof of applying the labour license within 10 days of issue of work order form Purchase / Admin Department
- vi. Submitted tender should be valid for three months from the tender due date.
- vii. All disputes shall be subject to Valsad Jurisdiction only.

Note: Bidder who do not comply the above points will be treated as irresponsible and no communication will be given in that regard and allotment will be offered to the next bidder in the merit list.

CIPET: CSTS - VALSAD

SECTION:VII

CHECKLIST

TENDER No.: CIPET: CSTS/VALSAD/MESS/2020-21/01

1. Have you deposited requisite Tender Fees & enclosed Bid Security Declaration (Annexure C & D) in place of EMD
2. Have you enclosed valid Registration Certificate of Establishment of Firm?
3. Have you enclosed your PAN Certificate?
4. Have you enclosed Income Tax Return Certificate for last 3years?
5. Have you enclosed Audited Balance Sheet and Income & Expenditure account for last 3 years?
6. Have you enclosed Registration Certificate of GST?
7. Have you sealed & signed all the pages of Tender document?
8. Have you enclosed experience certificate/ work orders copies?
9. Have you enclosed Annual Turnover Certificate?
10. Have you enclosed required Forms & Declaration?

Authorized Signatory of the Bidders with Seal