



CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
Haldia
(Ministry of Chemicals & Fertilizers, Govt. of India)

TENDER DOCUMENT

FOR

HOSTEL CATERING SERVICES

AT

STUDENTS' HOSTEL

Tender No. : CIPET/HAL/HCS/01 Dated 10/02/2020

Last date of Submission of Tender : 26/02/2020 up to 3.00 P.M

Date of opening of Tender : 26/02/2020 at 4.00 P.M.

Address for submission of Tender:

Director & Head
CIPET, City Centre , Debhog
Haldia, WB - 721657

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

(Department of Chemicals & Petrochemicals, Chemicals & Fertilizers, Govt. of India)
City Centre, PO: Debhog, Haldia, Dist. Purba Medinipur. Pin Code: 721657. West Bengal.
Ph.No : 03224-255444/255404/255534 Tele fax : 03224-253016
E – mail : haldia@cipet.gov.in, cipet.haldia@gmail.com.
Website : www.cipet.gov.in

DETAILED NOTICE INVITING TENDER FOR PROVIDING HOSTEL CATERING SERVICES AT CIPET HALDIA

Sealed tenders are invited from the registered agencies for providing hostel catering services at CIPET:CSTS- HALDIA.

Interested agency / food contractor having registered in the field of food / catering business are requested to send their offer in prescribed form along with required documents under two bid systems (Technical and Financial) in sealed envelope.

The complete tender document along with terms & conditions is available on CIPET website <http://www.cipet.gov.in> . The tenderers can download the tender document from the institute website or can be obtained from the office of the Director & head, CIPET Haldia, City Centre, P.O.- Debhog , Haldia , Purba Medinipur ,West Bengal – 721657.

The sealed tenders duly superscribed as “Tender for Hostel catering service along with advertisement notice No. in bold letters on the top of the envelop” should reach office of the undersigned on or before 26/02/2020 up to 03.00 P.M. and submitted to the office of the Director & Head, CIPET Haldia , City Centre , P.O.- Debhog , Haldia , Purba Medinipur ,West Bengal – 721657.

Tender will be open on 26/02/2020 at 4.00 P.M. in the presence of the tenderer or their representative, if so desired, at CIPET premises.

The details about scope, job specification and the terms and conditions as given in the Tender form which shall be part of the contract/agreement. The participants/ agencies are required to read and understand it properly before submission of the tender.

Tender Fee Rs. 500/ - in the form of cash/ DD by any nationalized bank in favour of CIPET Haldia, payable at Haldia. **EMD** Rs. 5,000/- in the form of DD by any nationalized bank in favour of CIPET Haldia, payable at Haldia.

CIPET reserves the right to accept or reject any or all offers without assigning any reason.

IMPORTANT INSTRUCTIONS

- 1) Read the tender documents carefully before filling.
- 2) Sign each page with seal.
- 3) PART 'A' should contain
 - a) Technical Bid with all relevant signed documents as mentioned in Terms and Conditions (General).
 - b) EMDSealed cover with superscribing **“TECHNICAL BID FOR HOSTEL CATERING SERVICES, CIPET:CSTS-HALDIA” PART ‘A’.**
- 4) PART 'B' should contain only Financial Bid.
Sealed the cover with superscribing **“FINANCIAL BID FOR HOSTEL CATERING SERVICES, CIPET:CSTS-HALDIA” PART ‘B’.**
- 5) Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed cover in one cover addressed to The Director & head, CIPET Haldia , City Centre , P.O.- Debhog , Haldia , Purba Medinipur ,West Bengal – 721657 with super scribing on the envelop as **“TENDER FOR HOSTEL CATERING SERVICES, CIPET:CSTS-HALDIA”**, TENDER No. **CIPET/HAL/HCS/01 Dated 10/02/2020** and it should reach before the last date.

Application without prescribed fee will not be considered.

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1. SCOPE OF WORK :

To prepare and serve breakfast, lunch, evening snacks and dinner to Students, Guests and visitors as per set menu agreed upon and maintain the quality of food & services at all times.

2. JOB SPECIFICATIONS:

1. To provide breakfast, lunch, evening snacks and dinner. The number of boarders will be at an average of 200, which may be varying as per requirement of CIPET authority in time to time.
2. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
3. Menu may be fixed and if change is required according to season vegetables then it will be settled after mutual understanding with the CIPET management.
4. Contractor should maintain standard quality of food as per menu (encl.)
5. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and dish wash bar / solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a fifteen day or as and when required.
6. Food is served through counters on self service basis. However, the used plates will be taken out from the dining tables to the dish wash area.
7. After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in Dish wash bar/ solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal.
8. Food should also be served to the hostel rooms of sick boys as and when required.
9. Dining hall should be washed with water and soap solution and mopped, after every meal.
10. Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.

11. Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.
12. The tea spoons, table spoons, forks, knives, stainless steel tumbler glass, katories should be counted once in a month and the contractor will be responsible for the loss of any items and make up for the loss if it is found to have shortage.

3. TERMS AND CONDITIONS: (GENERAL)

1. Tenderer should be a registered and licensed contractor. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.
2. The tenderer should have PF/ESI Registration.
3. The tenderer should have PAN No. & GST No.
4. Tender should be accompanied with an EMD of Rs.5,000/- (Rupees Five Thousand only), by way of Demand Draft drawn in favour of **CIPET:CSTS- HALDIA**. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalisation of the tender whichever is later. **Any tender without EMD in PART-A will not be considered.**

Only successful bidder EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, to the Institute.

5. The tender document is non-transferable.
6. Tender covers consists of Part A & Part B:

Part- A

- a) Technical Bid
- b) EMD

Part-B

- a) Financial Bid

7. SUBMISSION OF TENDER:

The tender should be submitted under “Two bid System”, the first bid is termed as Part ‘A’ with Tender documents, Technical Bid, EMD of Rs.5,000/- (Rupees Five Thousand only) with super scribing on the envelope as “TECHNICAL BID FOR HOSTEL CATERING SERVICES, CIPET:CSTS-HALDIA” PART ‘A’ and the second cover is termed as Part ‘B’, sealed with “Financial BID FOR HOSTEL CATERING SERVICES, CIPET:CSTS-HALDIA” PART ‘B’. Both covers should be placed in a bigger cover with super scribing “TENDER FOR HOSTEL CATERING SERVICES, CIPET:CSTS-HALDIA”, addressed to The Director & Head, CIPET:CSTS-Haldia, City Centre, P.O. – Debhog, Haldia, Purba Medinipur - 721657 and submitted before the last date & time .

8. Quoted price should be excluding of all taxes and duties. Rate of tax/duty in percentage should be mentioned separately.
9. The offer should be valid for a period of at least 60 days from the date of the tender opening.
10. The Contract will be for a period of one year, which could be extended further one year on mutual consent of both parties (CIPET + service provider) at the end of one year.
11. CIPET:CSTS-HALDIA, 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:CSTS-HALDIA, shall be final and binding.
12. 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.
13. The completed tenders should reach the Director & Head, CIPET:CSTS-Haldia, City Centre, P.O. – Debhog, Haldia, Purba Medinipur - 721657, on or before **26/02/2020 by 3.00 P.M.**
14. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
15. The Tenders will be opened **at 4.00 PM on 26/02/2020** at the CIPET:CSTS-HALDIA. **Representatives of the tenderers are welcome.**
16. The Contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, MWA etc., and proper account of payments including minimum wages being made to the workers of the agency.

- The Contractor shall be 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.
17. 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.
 18. Meals will be served according to following schedule:
 - a. Break Fast : 08.00 a.m. to 09.00 a.m.
 - b. Lunch : 12.30 p.m. to 01.30 p.m.
 - c. Evening snacks : 05.30 p.m. to 06.15 P.m.
 - d. Dinner : 08.30 p.m. to 09.30 p.m.
 19. Hostel mess will remain closed during semester break (Jan – Feb & Jul – Aug) 25 days in each approximately.
 20. CIPET employees may be allowed to take meal at the same rate.
 21. The contractor should have valid **food license** under State Government Law along with registration of PF, ESI, PAN, GST etc.
 22. Special Dishes may be supplied to the Guest on demand, orders and rates will be fixed by mutual understanding with CIPET AUTHORITY AND CONTRACTOR.
 23. Breakfast, Lunch, evening snacks & Dinner for Physical Attendance only.
 24. Quality of food should be maintained as per menu decided by the CIPET Management. If it is found that quality of food not upto the mark then necessary deduction will be made from contractor bill / implied penalty.
 25. If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
 26. Any damage / loss occurred of any CIPET Mess property due to the act of Contractor necessary deduction will be made from contractor bill accordingly.

27. The workers of the canteen are not 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.
28. No accommodation will be provided in the campus for the workers and the Contractor shall make their own arrangements.
29. All statutory liability/obligation/deduction should be fulfilled by the contractor as per the existing law of land.
30. 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 will be paid.
31. Contractor & his workers should have cordial relationship with students during the food services.
32. Alcoholic consumption, smoking etc. during duty hours and/or while on duty is strictly prohibited inside the campus. In case of misbehavior by any employee of contractor with trainees/staff of CIPET is found, they should be replaced soon.
33. 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.
34. Sub-letting/Sub contracting the work is not permissible under any circumstances.
35. Successful Contractor shall execute an agreement.
36. The Tender should be complete in all respects.
37. The bidder meeting the minimum eligibility criteria with the lowest bid price subject to arithmetical correction shall be deemed as the successful bidder.
38. In the event of more than one bidder with the lowest bids (say equal), the bidder with the highest cumulative annual turnover of the last 3 financial year (2016-17,2017-18 and 2018-19) would be deemed as successful bidder with respect to the submission of proof of documents as submitted by the bidder. In case the document is not verifiable or any other reason comes across the later stage the decision of the Director & Head of CIPET haldia for awarding the contract to a particular bidder shall be final and binding.

4. GENERAL DEFINITIONS:

1. CIPET or Central Institute of Plastics Engineering & Technology, Haldia.
2. “Director & head ”, means the Head of the Central Institute of Plastics Engineering & Technology, Haldia at present or by any other designation of his successor in the office.
3. “Students’ Hostel” means Students’ Hostel of Central Institute of Plastics Engineering & Technology, Haldia.
4. “Tenderer” also means the contractor who would be the successful bidder.

5. MENU CHART AS FOLLOWS:

Days	Breakfast (8.00 a.m. to 9.00 a.m.)	Lunch (12.30 p.m. to 1.30 p.m.)	Dinner (8.30 P.m. to 9.30 p.m.)
Monday	1) Purri –Sabji-6pc 2) Sweet 3) Tea	1) Rice 2) Potato/ brinjal/ seasonal vegetable fry 3) Mug Daal 4) Vegetable Cary 5) Pickles	1) Rice / Roti - 4 Pcs 2) Potato/ brinjal/ seasonal vegetable fry 3) Arahar Daal 4) Egg Cary/ Panner Cary 5) 1 pc. Sweet
Tuesday	1) Bread (1/4 pound) 2) Banana 3) EGG boiled 4) Tea	1) Rice 2) Potato/ brinjal / seasonal vegetable fry 3) Mug Daal 4) Panner cary / fish cary 5) Chatni	1) Rice / Roti-4pcs 2) Potato/ brinjal/ seasonal vegetable fry 3) Musur Daal 4) Mixed Vegetable 5) 1 pc. Sweet
Wednesday	1) Muri & Ghugni 2) Sweet 3) Tea	1) Rice 2) seasonal vegetable fry 3) Motor Panner 3) Mug Daal 4) Chatni	1) Rice with Motor panner Or Chicken Curry with rice 2) Mug Dal 3)Ice Cream
Thursday	1) Bread (1/4 pound) 2) Banana 3) Egg boiled 4) Tea	1) Rice 2) Potato/ brinjal/ seasonal vegetable fry 3) Mug Daal 4) Mixed Vegetable 5) Ice Ceram 6) Pickles	1) Rice / Roti-4 pcs 2) Potato/brinjal/seasonal vegetable fry 3) Dalma 4) Mixed Vegetable 5) 1 pc. Sweet
Friday	1) Purri –Sabji-6pc 2) Sweet 3) Tea	1) Rice 2) Potato/ brinjal/ seasonal vegetable fry 3) Mug Daal 4) Motor Panner / Fish curry 5) Chatni	1) Rice / Roti- 4 pcs 2) Potato/brinjal/seasonal vegetable fry 3) Musur Daal 4) Veg. Manchurian 5) 1 pc. Sweet
Saturday	1) Muri & Ghugni 2) Banana-1 3) Tea	1) Rice 2) Potato/ brinjal/ seasonal vegetable fry 3) Ahrah Daal 4) Paneer Masalla /Egg curry 5) Chatni	1) Rice /Roti-4pcs 2) Potato/brinjal/seasonal vegetable fry 3) Mug Daal 4) Mixed Veg. 5) 1 pc. Sweet
Sunday	1)Bread with Butter ¼ pound 2) Banana-1 3) Tea	1) Rice 2) Potato/ brinjal/ seasonal vegetable fry 3) Mug Daal 4) Mixed Vegetable 5) Chatni	1) Rice with Motor panner Or Chicken Curry with rice 2) Mug Dal 3)Ice Cream

Evening Snacks: For all days 05.30 p.m. to 06.15 P.m. (Good day biscuit 02 pieces / Veg. Cut let / Aloo Chop/ Singara / Nimki with Tea. Monday- Biscuit, Tuesday – Nimki, Wednesday – Biscuit, Thursday – aloo chop, Friday- Biscuit, Saturday - Nimki & Sunday – Veg. cut let.

One piece lemon, one piece onion with green chilly in every lunch & Dinner .

**Sign & Seal of the
Contractor**

1. Fish size – 01 pc (80.00 Grams) per head(after cooking)
2. Motor Paneer –100 Grams per head (after cooking)
3. Chicken- 150.00 Grams per head (after cooking)
4. Green /Mixed Vegetable – 100 Grams (after cooking) per head
5. Daal as per requirement
6. Ice Cream – Small cup
7. Banana – 01 No. Singapuri
8. Biscuits – Good-day biscuit 02 Nos.
9. Puri – 06 Nos made by Good Quality maida & fry by best branded Refined oil / Vegetable oil.
10. Fish, Egg & Chicken cooked by Best branded mustard Oil
11. Tea – 80 ml
12. Veg. - Sufficient Qty.
13. Chatni – Sufficient Qty.
14. Sweet – Ross Gulla / Laddu – 01 No normal size (approved by the CIPET)
15. Pickles – Sufficient Qty.
15. Parata – 02 Nos made by Atta or maida & fry by best branded refined oil / Vegetable oil

If the raw materials of menu are not available in the market then menu may be changed with the prior permission of the hostel warden / competent authority.

Chicken & Fish Curry must be cooked by mustard oil and puri & others Vegetable must be cooked by Vegetable oil.

6. **TERMS AND CONDITIONS AS PART OF AGREEMENT:**

- a. **Disputes:** All disputes that may arise shall be referred to the Director & Head, CIPET:CSTS-Haldia, whose decision shall be final.
- b. **Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost.
- c. **Payment Terms:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work and Job Specifications. Payment will be made as per the actual number of Meals/Breaks fast etc. supplied per day basis to the Contractor. The bill should be submitted of succeeding month and payment will be made within 10 working days by cheque.

The works attended to as per job specification and scope of work, vis-à-vis scheduled work and its satisfactory completion has to be certified by the nominated Hostel Warden before release of payment.

- d. **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.
- e. **Security Deposit:** The contractor has to deposit a Security Deposit of Rs. 1,00,000/- (Rupees One lack Only) by drawing a demand draft from any Nationalized Bank in favour of the CIPET:CSTS- HALDIA, within 15 days of the issue of order.

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 some one else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:

- a) On completion of Job Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of Security Deposit amount deposited.
- b) The Security Deposit made by the Contractor to be released only after producing the proof of compliance and Provident Fund, Minimum Wage etc.

The books of accounts regarding attendance, wages paid, PF Accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.

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.

The contractor shall be responsible for the discipline of his workers.

The Institute call for special services beyond normal working hours on special occasions, without any additional payments.

- f. **Agreement:** An agreement will be required to be executed on non judicial stamp paper value of Rs. 100/- for a period of one year, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period after completion of one year, the agreement may be renewed accordingly.

h. Facility will be provided by CIPET

1. CIPET will provide utensils, water, electricity & necessary furniture & dinning space.
2. The out mess application will be submitted ONE day before the availing of out mess to the Hostel Warden/Asst. Hostel Warden/Care-Taker.
3. Gas Cylinder will be provided and the total cost will be deducted from Contractor bill.

i. The workers employed by the contractor:

- a) Shall not act in any way detrimental the interest of the Institute.
- b) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- c) They shall not participate in any strike or protest in any form.
- d) All Contract workers are required to maintaining hygienic cleaning and safety.

j. The Institute reserves the right to terminate the Job Contract Services and related miscellaneous work contract within 01 month notice before its expiry, if the performance is not as per our Job Specification. The contractor can also terminate the contract by giving 01 month notice and clearing all the dues towards Institute, if he is not willing to continue the contract.

k. There will be a periodical evaluation of the work done by Contractor from time to time, and he will be informed about the same.

l. 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.

The rate quoted by the Contractor shall include all the component of taxes / levy as applicable to works and service contract, if any.

It is emphasized that the contract is purely a works Contract intended for carrying out all the works entrusted in the schedule appended to this and at no stage this should be interpreted as a LABOUR CONTRACT.

- m. On all matters pertaining to this work order, the decision of the Director & Head of the Institute shall be final and binding.

7. OTHER CONDITIONS

- a. Adequate number of manpower should be supplied so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Students' Hostel.
- b. 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 Mess Supervisors designated for the work. They shall become the basic documents for preparation of bills on monthly basis
- c. The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given. The contractor shall employ as much manpower as required (after approval) and utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

8. 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.
- 3. The cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

Note: Put in PART 'A'

Technical Bid

PART 'A'

1. Name of the Firm\Organization :
2. Address :
3. Telephone No. /Mobile No. & Name of the Contact Person :
4. Fax No. :
5. Email ID :
6. Registration No. (Trade License) :
7. Month and Year of establishment :
8. Name of proprietor\partners\directors :
9. No. of years of experience in this field, with References, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement, if any) :
11. Food license No.(Copy enclosed) :
12. Whether the firm is an Income Tax Assesses?
If so please give the details of PAN No. and copy of the latest assessment order :
:
13. EPF No. :
14. ESI No. :
15. GST No. :
16. Bank Details (Bank Name, No, & Address (for ECS Payments) :

Note: Put in PART 'A'

Letter of submission of Tender for providing Hostel Catering Services

From:

To
Director & Head,
CIPET-Haldia, City Centre,
P.O. – Debhog, Haldia,
Purba Medinipur - 721657

Sir,

Having examined the tender document related to providing Hostel Catering Services at CIPET Haldia, terms and Conditions of the tender, scope of the work and Job specification, I/We hereby submit our offer/ rates for the services.

If, I/We fail to submit The Security Deposit of Rs. 1,00,000.00 (Rupees One lack Only) on selection and sign the agreement in favour of CIPET:CSTS- HALDIA within 15 days of the issue of order, we agree that the owner shall have full authority to forfeit the earnest money deposit of Rs. 5,000.00.

I/We confirm having deposit earnest money of Rs. 5,000.00 (Rupees Five Thousands only) by DD/Banker Cheque No. drawn on

Signature of the Authorized person
of the contractor & seal with date

Note: Put in PART 'B'

Financial Bid

Accordingly, it is hereby requested to quote the rate for providing Hostel Catering Services as a **total package (Breakfast, lunch, evening snacks and dinner) per day per head including all labour, statutory requirements, applicable taxes & others.**

Please quote Rs. / per head per day EXCLUDING GST.

Date:

Signature of the Authorized person
of the contractor & seal