



केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट)

**CENTRAL INSTITUTE OF PETROCHEMICALS
ENGINEERING & TECHNOLOGY**

सिपेट: कौशल एवम् तकनीकी सहायता केंद्र (सी.एस.टी.एस)

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

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**GeM-Tender Document For
HOSTEL CATERING SERVICES
AT
STUDENTS' HOSTEL
CIPET: CSTS-RANCHI**

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कार्य का दायरा / COPE OF WORK:

छात्रों, मेहमानों, आगंतुकों और कर्मचारियों के लिए निर्धारित मेनू के अनुसार नाश्ता, दोपहर का भोजन, शाम का नाश्ता और रात का खाना तैयार करना और हर समय भोजन और सेवाओं की गुणवत्ता बनाए रखना / To prepare and serve breakfast, lunch, evening snacks and dinner to Students, Guests, visitors & Employees as per set menu agreed upon and maintain the quality of food & services at all times.

1. WORK SPECIFICATIONS:

1. विद्यार्थियों, अतिथियों, आगन्तुकों एवं कर्मचारियों को निर्धारित मीनू के अनुसार नाश्ता, दोपहर का भोजन, शाम का नाश्ता एवं रात्रि का भोजन उपलब्ध कराना। बोर्डर्स की संख्या औसतन 30 होगी, जो समय-समय पर सिपेट प्राधिकरण की आवश्यकता के अनुसार भिन्न हो सकती है। वास्तविक खपत के अनुसार भुगतान किया जाएगा /To provide breakfast, lunch, evening snacks and dinner to Students, Guests, visitors & Employees as per set menu. The number of boarders will be at an average of 30, which may be varying as per requirement of CIPET authority in time to time. Payment will be made as per actual consumption.
2. मीनू के अनुसार भोजन स्वच्छ, स्वच्छ और सुरक्षित स्थितियों में तैयार किया जाना चाहिए। /The food has to be prepared in clean, hygienic and safe conditions as per the menu.
3. मेन्यू तय किया जा सकता है और यदि मौसमी सब्जियों के अनुसार बदलाव की आवश्यकता होती है तो सिपेट प्रबंधन से चर्चा के बाद इसे तय किया जाएगा / Menu may be fixed and if changes are required according to seasonal vegetables then it will be fixed after discussion with the CIPET management.
4. ठेकेदार को मेन्यू के अनुसार भोजन की मानक गुणवत्ता बनाए रखनी होगी / Contractor should maintain standard quality of food as per menu (encl.)
5. हर भोजन (नाश्ता, लंच, स्नैक्स और डिनर) के बाद किचन, डाइनिंग हॉल, हैंड वॉश एरिया, डिश वॉश एरिया आदि को पानी और डिश वॉश बार / सॉल्यूशन और मोपेड से धोया जाएगा और पंद्रह दिनों में एक बार कीटाणुरहित किया जाएगा। या जब भी आवश्यक हो छात्रों के लिए स्वयं सेवा के आधार पर काउंटरों के माध्यम से भोजन परोसा जाता है और मेहमानों, आगंतुकों और कर्मचारियों के मामले में परोसा जाता है। उपयोग की गई प्लेटों को डाइनिंग टेबल से डिश वॉश एरिया में ले जाया जाएगा/ 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 days or as and when required Food is served through counters on self- service basis for students and to be served in case of Guests, visitors & Employees.

The used plates will be taken out from the dining tables to the dish wash area.

6. प्रत्येक भोजन (नाश्ता, दोपहर का भोजन, शाम की चाय और रात का खाना) के बाद सभी प्लेट, कप, पानी का गिलास, चम्मच, कांटे, चाकू अन्य बर्तन आदि को डिश वॉश बार / घोल और गर्म पानी से साफ करना चाहिए और सुखाकर तैयार रखना चाहिए। अगले भोजन के लिए। खाना पकाने के सभी बर्तनों को भी साबुन के घोल और गर्म पानी में धोना चाहिए और अगले भोजन को पकाने के लिए उपयोग के लिए उपलब्ध होना चाहिए। सफाई सामग्री की लागत निविदाकर्ता को वहन करनी होगी /After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, water glass, spoons, forks, knives other utensils etc., are to be cleaned with 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. Cost of cleaning material to be borne by tenderer.
7. जब भी आवश्यकता हो बीमार लड़कों के छात्रावास के कमरों में भोजन परोसा जाना चाहिए। / Food should also be served to the hostel rooms of sick boys as and when required.
8. प्रत्येक भोजन के बाद भोजन कक्ष को पानी और साबुन के घोल से धोना चाहिए और पोछा लगाना चाहिए / Dining hall should be washed with water and soap solution and mopped, after every meal.
9. किचन को हमेशा साफ रखना चाहिए और प्रत्येक भोजन को पानी और साबुन के घोल से पकाने के बाद धोना चाहिए / Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.
10. वाटर कूलर और प्यूरीफायर की साफ-सफाई और रख-रखाव प्राधिकरण के निर्देशों के अनुसार किया जाना चाहिए /Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.
11. व्यंजन सहित सभी बर्तन जिसमें भोजन परोसा जाना है, निविदाकर्ता द्वारा अपने खर्चे और खर्चे पर उपलब्ध कराया जाएगा /All Utensils including dishes in which food to be served to be provided by the tenderer at their own cost & expenses.
12. सिंगल यूज प्लास्टिक के इस्तेमाल से बचना चाहिए /Use of single use plastics should be avoided.
13. ठेकेदार को राज्य/केंद्र सरकार के निर्देश के अनुसार कोविड-19 प्रोटोकॉल का सख्ती से पालन करना चाहिए /The contractor should follow the COVID 19 protocols strictly as per State /Central Government direction.
14. बोलीदाता के पास रसोई के सभी उपकरण जैसे डबल बर्नर स्टोव, बैन मैरी, गैस सिलेंडर, सब्जी

कटर, चश्मा, नाश्ते की प्लेट, लंच प्लेट, कड़ाही, फ्राइंग, चम्मच आदि होने चाहिए। उपरोक्त प्रदान करने के लिए संस्थान का कोई दायित्व नहीं है। /The Bidder should have all the kitchen equipment such as Double Burner Stove, Bain Marie, Gas Cylinder, Vegetable Cutter, Glasses, Breakfast plate, Lunch plates, Kadai, Frying, Spoons etc. The institute does not have any obligation to provide the above.

2. नियम और शर्तें: (सामान्य) /TERMS AND CONDITIONS: (GENERAL)

1. बोली लगाने वालों को एक कंपनी होनी चाहिए, जो भारतीय कंपनी अधिनियम, 1956/2013 के तहत पंजीकृत हो या एक साझेदारी फर्म हो, जो भारतीय साझेदारी अधिनियम के तहत पंजीकृत हो या एक स्वामित्व वाली संस्था या सहकारी समिति हो। / The bidders should be a company, registered under Indian Companies Act, 1956/2013 or a partnership firm, registered under the Indian Partnership Act or a proprietary concern or Cooperative Society. [Self – attested documentary proof should be provided.]
2. निविदाकर्ता के पास पीएफ और ईएसआई पंजीकरण होना चाहिए। [एक स्व-सत्यापित दस्तावेजी प्रमाण प्रदान किया जाना चाहिए / The tenderer should have PF & ESI Registration. [A self-attested documentary proof should be provided.]
3. निविदाकर्ता के पास पैन नंबर और जीएसटी नंबर होगा। [एक स्व-सत्यापित दस्तावेजी प्रमाण प्रदान किया जाना चाहिए / The tenderer shall have PAN No. & GST No. [A self-attested documentary proof should be provided.]
4. बोली लगाने वाले का औसत वार्षिक टर्नओवर (3 साल- वित्त वर्ष 2019-2020, 2020-2021 और 2021-2022 के लिए) न्यूनतम रुपये होगा। 20 लाख। [एक स्व-सत्यापित दस्तावेजी प्रमाण प्रदान किया जाना चाहिए / The Bidder shall have Average Annual Turnover (for 3 years-FY 2019-2020, 2020-2021 & 2021-2022) of Minimum Rs. **20 lacs.** [A self-attested documentary proof should be provided.]
5. 5. समान/समान सेवा के लिए आवश्यक पिछले अनुभव: 3 वर्ष [एक स्व-सत्यापित दस्तावेजी प्रमाण प्रदान किया जाना चाहिए / Past Experience required for same/similar service: 3 years [A self-attested documentary proof should be provided.]
6. 6. बोली लगाने वाले को पहले से ही सरकार को कैंटीन सेवा प्रदान करनी होगी। झारखंड राज्य में स्थित कार्यालय / संस्थान / निजी निकाय [एक स्व-सत्यापित दस्तावेजी प्रमाण प्रदान किया जाना चाहिए / The bidder shall have already provided Canteen Service to Govt. Offices / Institute / Private Bodies located in the **State of Jharkhand** [A self-attested documentary proof should be provided.]
7. ठेकेदार के पास राज्य/केंद्र सरकार के कानून के तहत वैध खाद्य लाइसेंस होना चाहिए [एक स्व-सत्यापित

दस्तावेजी प्रमाण प्रदान किया जाना चाहिए / The contractor should have valid **food license** under State/Central Government Law [A self-attested documentary proof should be provided.]

8. 8. बोली लगाने वाले को हस्ताक्षरित घोषणा पत्र प्रस्तुत करना चाहिए कि उन्हें भारत सरकार के मंत्रालय/विभागों द्वारा ब्लैकलिस्ट/वर्जित नहीं किया गया है। भारत / केंद्रीय पीएसयू / राष्ट्रीयकृत बैंक / राज्य सरकार। विभागों/स्वायत्त/सांविधिक निकायों/निगमों और समान सेवाओं के कारण किसी भी सरकारी विभाग के साथ कोई मुकदमा लंबित नहीं है / The bidder should furnish signed declaration that they have not been blacklisted / debarred by the Ministry/Departments of Govt. of India / Central PSUs / Nationalized Banks / State Govt. Departments / Autonomous / Statutory Bodies / Corporations and there is no litigation with any Government Departments is pending on account of similar services.
9. 9. निविदा खोलने की तारीख से प्रस्ताव कम से कम 60 दिनों की अवधि के लिए वैध होना चाहिए / The offer should be valid for a period of at least 60 days from the date of the tender opening.
10. अनुबंध 2 (दो) वर्ष की अवधि के लिए होगा। यह खानपान अनुबंध प्रारंभ में 2 वर्ष की अवधि के लिए है। यदि छात्रावास के निवासी और छात्रावास प्राधिकरण बोलीदाता के प्रदर्शन से संतुष्ट हैं, तो अनुबंध की अवधि को आवश्यकता के आधार पर और ठेकेदार और सिपेट रांची की आपसी सहमति के आधार पर 1 वर्ष की और अवधि के लिए बढ़ाया जा सकता है। /The Contract will be for a period of **2 (Two) years**. This catering contract is for the period of 2 years initially. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be extended further period of 1 more year based on requirement and mutual consent of the Contractor & CIPET Ranchi.
11. सिपेट: सीएसटीएस-रांची, बिना कोई कारण बताए किसी भी या सभी निविदाओं को पूरी तरह या आंशिक रूप से अस्वीकार करने का अधिकार सुरक्षित रखता है। इस निविदा से संबंधित सभी मामलों में, संयुक्त निदेशक और प्रमुख, सिपेट: सीएसटीएस-रांची का निर्णय अंतिम और बाध्यकारी होगा। /CIPET: CSTS-RANCHI, 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 Joint Director & Head, CIPET: CSTS-RANCHI, shall be final and binding.
12. अपलोड किए गए सभी दस्तावेजों पर निविदाकार की मुहर और हस्ताक्षर होने चाहिए / All documents uploaded should bear the seal and signature of the tenderer.
13. 13. समय सीमा को आगे बढ़ाने के अनुरोध पर विचार नहीं किया जाएगा। अथूरी निविदाओं पर विचार नहीं किया जाएगा / Request for any further extension of the deadline shall not be

entertained. Incomplete tenders shall not be considered.

14. ठेकेदार न्यूनतम मजदूरी और अन्य वैधानिक लाभों जैसे ईएसआई, ईपीएफ, एमडब्ल्यूए आदि से संबंधित सभी वैधानिक आवश्यकताओं को पूरा करेगा, और एजेंसी के श्रमिकों को किए जा रहे न्यूनतम वेतन सहित भुगतान का उचित लेखा-जोखा रखेगा। ठेकेदार की ओर से न्यूनतम मजदूरी, पीएफ, ईएसआई आदि के भुगतान के संबंध में वैधानिक आवश्यकता का पालन करने में किसी भी विफलता के लिए सीआईपीईटी जिम्मेदार नहीं होगा और सीआईपीईटी पर किसी भी देनदारियों के मामले में सीआईपीईटी की क्षतिपूर्ति करेगा। / The Contractor shall fulfil 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. CIPET will not be responsible for any failure to comply statutory requirement with respect to payment of Minimum Wages, PF, ESI etc on the part of contractor and shall indemnify CIPET in case of any liabilities comes to CIPET.
15. ठेकेदार वैधानिक दायित्वों को पूरा करने में किसी भी विफलता के लिए पूरी तरह से जिम्मेदार होगा और संस्थान को ऐसी सभी देनदारियों के खिलाफ क्षतिपूर्ति करेगा, जो इस तरह के वैधानिक दायित्वों को पूरा करने में एजेंसी की विफलता से उत्पन्न होने की संभावना है। / The Contractor shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfil such statutory obligations.
16. जहां ठेकेदार द्वारा काउंटर नियम और शर्तों की पेशकश की गई है, उसे सीआईपीईटी द्वारा स्वीकार नहीं किया जाएगा, जब तक कि उसके लिए एक विशिष्ट लिखित स्वीकृति प्राप्त नहीं की जाती है। / Where counter terms and conditions have been offered by the Contractor, the same shall not be accepted by CIPET, unless a specific written acceptance thereof is obtained.
17. निम्नलिखित कार्यक्रम के अनुसार भोजन परोसा जाना चाहिए / Meals to be served according to following schedule:
- Break Fast: 08.00 a.m. to 09.00 a.m.**
 - Lunch: 12.30 p.m. to 02.00 p.m.**
 - Evening snacks: 05.30 p.m. to 06.30 P.m.**
 - Dinner: 08.30 p.m. to 10.00 p.m.**
18. हॉस्टल मेस सेमेस्टर ब्रेक (जनवरी-फरवरी और जुलाई-अगस्त) और दशहरा (दुर्गा पूजा) की छुट्टियों के दौरान एक वर्ष में लगभग 20 दिनों के लिए बंद रह सकता है / Hostel mess may remain closed during semester break (Jan – Feb & Jul – Aug) & Dussehra (Durga Puja) holidays for 20 days in a year approximately.
19. सिपेट के कर्मचारियों को उसी दर पर भोजन करने की अनुमति दी जा सकती है / CIPET employees may be allowed to take meal at the same rate.

20. ठेकेदार के पास पीएफ, ईएसआई, पैन, जीएसटी के पंजीकरण के साथ राज्य सरकार के कानून के तहत वैध खाद्य लाइसेंस होना चाहिए / The contractor should have valid **food license** under State Government Law along with registration of PF, ESI, PAN, GST etc.
21. अतिथि की मांग पर विशेष व्यंजन की आपूर्ति की जा सकती है, ऑर्डर और दरें सिपेट प्राधिकरण और ठेकेदार के साथ आपसी समझ से तय की जाएंगी / Special Dishes may be supplied to the Guest on demand, orders and rates will be fixed by mutual understanding with CIPET AUTHORITY AND CONTRACTOR.
22. निविदाकर्ता छात्रों और कर्मचारियों (अतिथि सहित) के लिए अलग से भौतिक उपस्थिति रजिस्टर बनाए रखेगा / The Tenderer shall maintain for Physical Attendance Register for Students & Employees (Including guest) separately.
23. सीआईपीईटी प्रबंधन द्वारा तय किए गए मेनू के अनुसार भोजन की गुणवत्ता को बनाए रखा जाना चाहिए। यदि यह पाया जाता है कि भोजन की गुणवत्ता मानक के अनुरूप नहीं है, तो ठेकेदार के बिल/अंतर्निहित दंड से आवश्यक कटौती की जाएगी। / 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.
24. यदि ठेकेदार सहमत नियमों और शर्तों के अनुसार कार्य करने में विफल रहता है, तो वह जुर्माना और अनुबंध रद्द करने के अतिरिक्त सुरक्षा जमा की जब्ती के लिए उत्तरदायी होगा। / If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of Security Deposit in additions to penalty and Cancellation of Contract.
25. ठेकेदार के कृत्य के कारण किसी भी सीआईपीईटी मैस संपत्ति को हुई कोई क्षति/हानि, तदनुसार ठेकेदार बिल से आवश्यक कटौती की जाएगी। / Any damage / loss occurred to any CIPET Mess property due to the act of Contractor, necessary deduction will be made from contractor bill accordingly.
26. कैंटीन के कर्मचारी संस्थान के कर्मचारी नहीं हैं और संस्थान पर उनका कोई दावा नहीं होगा और संस्थान के हित के लिए हानिकारक कार्य नहीं करेंगे / 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.
27. सिपेट श्रमिकों के लिए छात्रावास परिसर में आवास प्रदान करेगा / CIPET will provide Accommodation in the Hostel campus for the workers.
28. भूमि के मौजूदा कानून के अनुसार सभी वैधानिक दायित्व/दायित्व/कटौती ठेकेदार द्वारा पूरी की जानी चाहिए / All statutory liability/obligation/deduction should be fulfilled by the contractor as per the existing law of land.
29. यह ठेकेदार का दायित्व है कि संचालन के दौरान उनके कामगारों के साथ होने वाली दुर्घटनाओं से निपटने के लिए। सिपेट की कोई जिम्मेदारी नहीं होगी और कोई मुआवजा नहीं दिया जाएगा / 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.

30. भोजन परोसने के दौरान ठेकेदार और उसके कर्मचारियों के छात्रों के साथ सौहार्दपूर्ण संबंध होने चाहिए / Contractor & his workers should have cordial relationship with students during the food services.
31. इ्यूटी के घंटों के दौरान और/या इ्यूटी के दौरान शराब का सेवन, धूम्रपान, तंबाकू आदि लेना परिसर के अंदर सख्त वर्जित है। सीआईपीईटी के प्रशिक्षुओं/कर्मचारियों के साथ ठेकेदार के किसी कर्मचारी द्वारा दुर्व्यवहार किए जाने की स्थिति में, उन्हें तुरंत बदल दिया जाना चाहिए। / Alcoholic consumption, smoking, taking tobacco 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 immediately.
32. यदि प्रदर्शन संतोषजनक नहीं है तो संस्थान 1 (एक) महीने के नोटिस पर अनुबंध समाप्त करने का अधिकार सुरक्षित रखता है। ठेकेदार 2 (दो) महीने का नोटिस देकर और संस्थान को सभी बकाया राशि का भुगतान करके भी अनुबंध को समाप्त कर सकता है, यदि वह अनुबंध जारी रखने का इच्छुक नहीं है। / The Institute reserves the right to terminate the contract on 1 (One) months' notice, if the performance is not satisfactory. The Contractor can also terminate the contract by giving 2 (Two) months' notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
33. काम को सब-लेटिंग/सब-कॉन्ट्रैक्ट पर देना किसी भी परिस्थिति में स्वीकार्य नहीं है। / Sub-letting/Sub contracting the work is not permissible under any circumstances.
34. सफल ठेकेदार एक समझौते पर अमल करेगा / Successful Contractor shall execute an agreement.
35. निविदा सभी तरह से पूर्ण होनी चाहिए / The Tender should be complete in all respects.
36. अंकगणितीय सुधार के अधीन न्यूनतम बोली मूल्य के साथ न्यूनतम पात्रता मानदंड को पूरा करने वाले बोलीदाता को सफल बोलीदाता माना जाएगा। / The bidder meeting the minimum eligibility criteria with the lowest bid price subject to arithmetical correction shall be deemed as the successful bidder.
37. सबसे कम बोली (बराबर) के साथ एक से अधिक बोली लगाने वालों की स्थिति में, पिछले 3 वित्तीय वर्षों (2019-20, 2020-21 और 2021-22) के उच्चतम औसत वार्षिक कारोबार वाले बोली लगाने वाले को सफल बोलीदाता माना जाएगा। / In the event of more than one bidder with the lowest bids (say equal), the bidder with the highest average annual turnover of the last 3 financial years (2019-20, 2020- 21 & 2021-22) would be deemed as successful bidder.
38. निविदाकर्ता केवल जीईएम पोर्टल में उपयुक्त स्थान पर अनुबंध-1 में प्रारूप के अनुसार कुल दर के साथ-साथ ब्रेक अप दर को उद्धृत करेगा। हार्डकॉपी में दरों का उल्लेख करना और तकनीकी बोली दस्तावेजों में इसे अपलोड करना निविदाकर्ता को बोली से अयोग्य घोषित कर देगा। / The Tenderer shall quote the total rate as well as break up rate as per format in Annexure-1 in appropriate place in GeM portal only. Quoting rates in hardcopy and uploading the same in the technical bid documents will disqualify the tenderer from the bid.

4. सामान्य परिभाषाएँ / GENERAL DEFINITIONS:

1. “CIPET” means or Central Institute of Petrochemicals Engineering & Technology, Ranchi.
2. “Joint Director & Head”, means the Centre Head of the Central Institute of Petrochemicals Engineering & Technology (CSTS)- Ranchi at present or by any other designation of his successor in the office.
3. “Students’ Hostel” means Students’ Hostel of Central Institute of Petrochemicals Engineering & Technology (CSTS)- Ranchi.
4. “Tenderer / Bidder / Service Provider / Contractor” also means the Mess Contractor who would be the successful bidder.

5. छात्र कैंटीन के लिए मेनू चार्ट / MENU CHART FOR STUDENTS CANTEEN:

Days	Breakfast + Tea (8.00 a.m. to 9.00a.m.)	Lunch (12.30 to 2.00 p.m.)	Dinner (8.30 P.m. to 10:00p.m.)
Monday	Bread (4 Slice) + Omlet (2 Egg) Bread (4 Slice) + Cutlet (2 PCS) Tost (4 piece)	Tawa Roti, Rice, dal, Season Sabji, Bhujia, Achar/Papad, Salad,	Tawa Roti, Rice, Dal, Sabji, Sewai,
Tuesday	Alo Paratha (3 PCS), Tomato Chutney	Tawa Roti, Rice, Mix Dal, Season Sabji, Bhujia, Achar/papad, Salad,	Tawa Roti, Rice, Dal, Mix Sabji, Kheer,
Wednesday	Idli (4 PCS) with Shambhar	Tawa Roti, Rice, Dal, Mix Sabji, Achar/ Papad, Salad,	Tawa Roti, Rice, Dal Fry, Chicken (2 PCS) / Paneer Masala, Custard /sweets
Thursday	Chola Bhatura (2 PCS)	Tawa Roti, Rice, Dahi Karhi, sabji, Bhujia, Achar/ Papad, Salad,	Tawa Roti, Rice, Dal, Season Sabji, Bundia
Friday	Sattoo paratha (3 PCS), Tomato Chutney/Chokha	Tawa Roti, Rice, Rajma, Bhujia, Achar, Salad, Papad	Tawa Roti, Rice, Dal, Egg Curry (02 Eggs) /Veg Manchurian, Suji Halwa
Saturday	Upttupam (4 PCS)/ Idli (4 PCS), Sambhar, Chutney	Khichadi, Aloo Chokha, Achar, Papad/ (Alternative)	Tawa Roti, Rice, Dal, Sabji, Gulab Jamun (1 PCS Medium size),
Sunday	Poha/Suji tikha halwa	Zeera Rice, Dal Tadka, Roti, Sabji, Bhujia, Papad	Tawa Roti, Rice, Dal, Mix Veg/ Fish Curry, Rasogulla (1 Pcs Medium size)

Note: 1. Morning Breakfast & Tea: For all days 8.00 AM to 9.00 AM

2. Evening Tea & Biscuit: For all days 5.30 PM to 6.30 PM (Biscuit 02 Nos. and Tea)

3. Paneer & Mushroom is only for Vegetarian Trainees & to be given as alternative for Non-Veg.

4. Seasonal Quality Vegetable should be used in preparing the food.

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

6. Menu may change by the committee member as and when required with prior discussion with the Mess Contractor.

SIGNATURE OF THE TENDERER

Specification of Food & Consumables to be provided by the bidder:

- a) Fish size – 01 pc (80 Grams) per head (after cooking)
- b) Paneer / Mushroom–100 Grams per head (after cooking)
- c) Chicken- 150 Grams per head (after cooking)
- d) Green /Mixed seasonal Vegetable – 150 Grams (after cooking) per head
- e) Masor / Moong Daal as per requirement
- f) Rice: 200 Grams
- g) Biscuits – Good-day biscuit 02 Nos.
- h) Puri – 04 Nos made by Good Quality Maida & fry by best branded Refined oil / Veg oil.
- i) Fish, Egg & Chicken cooked by Best branded mustard Oil
- j) Tea – 80 ml
- k) Seasonal Veg. - Sufficient Qty.
- l) Papad – 1 Pc of good quality masala papad.
- m) Roti – 03 Nos made by Atta.

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 branded mustard oil and puri & others Vegetable must be cooked by branded Vegetable oil.

6. समझौते के हिस्से के रूप में नियम और शर्तें / TERMS AND CONDITIONS AS PART OF AGREEMENT:

a. Disputes: All disputes that may arise shall be referred to the Joint Director & Head, CIPET: CSTS-Ranchi, whose decision shall be final.

a. Insurance to Employees: All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost.

b. 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/Breakfast etc. supplied per day basis to the Contractor.** The bill should be submitted of succeeding month and payment will be made within 15 working days.

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 /HoD of respective department before release of payment.

c. 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.

d. Security Deposit: The contractor has to deposit a Security Deposit of Rs.1,00,000/- (Rupees One lakh Only) by drawing a demand draft from any Nationalized Bank in favour of the CIPET RANCHI, 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 someone else.

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

- i) 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.
- ii) The Security Deposit made by the Contractor to be released only after producing the proof of compliance like 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.

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

f. Facility will be provided by CIPET

1. CIPET will provide water, electricity & necessary furniture & dining 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. CIPET will not provide any gas Cylinder or any cooking items.

g. 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.

iii) 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 02 months notice and clearing all the dues towards Institute, if he is not willing to continue the contract.

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

TDS & GST TDS will be deducted from the bill as per rules.

- k. On all matters pertaining to this work order, the decision of the Joint Director & Head of CIPET Ranchi 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.
- d.** All disputes shall be subject to Ranchi Jurisdiction only.

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.

Technical Bid Form

1. Name of the Firm / Organization :
2. Address :
3. Telephone No. Phone / 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:
11. Proof of providing Canteen Service in Jharkhand.
12. Food license No. (Copy enclosed) :
13. Whether the firm is an Income Tax Assesses? If so please give the details of PAN No. and copy of the latest assessment order, if any:
14. EPF No. :
15. ESI No. :
16. GST No. :
17. Bank Details (Bank Name, No, & Address : (for ECS Payments)

Undertaking

I/We hereby undertake that if any information given in the 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 and in case of successful bidder the Performance Guarantee will be forfeited by CIPET Ranchi.

Signature of the Authorized person of the contractor

& seal with date

Letter of submission of Tender for providing Hostel Catering Services

From:

To
The Joint Director & Head,
CIPET: CSTS-Ranchi,

Dear Sir,

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

If, I/We fail to submit The Security Deposit of Rs. 1,00,000.00 (Rupees One lakh Only) on selection and sign the agreement within 15 days of the issue of Contract Order, we agree that CIPET shall have full authority to cancel the Contract Order.

**Signature of the contractor
& seal with date**

TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Firm Letter Head)

To,

The Joint Director & Head,
CIPET: CSTS-Ranchi,

Subject: Acceptance of Terms & Conditions of Tender

GeM Bid Reference No:

Dear Sir,

- a) I / We hereby certify that I / we have read entire terms and conditions of the tender documents (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.

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

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

- d) 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)

Annexure-1

Rate Break up

DAILY MESS RATE QUOTATION:

Sl. No.	Description	Rate in Figure	Rate in Words
1.	Rate per day – per student for morning Tea & Biscuit & Breakfast	To be filled up online in GeM Portal	To be filled up online in GeM Portal
2.	Rate per day-per student for Lunch	To be filled up online in GeM Portal	To be filled up online in GeM Portal
3.	Rate per day-per student for Evening Tea & Biscuit	To be filled up online in GeM Portal	To be filled up online in GeM Portal
4.	Rate per day-per student for Dinner	To be filled up online in GeM Portal	To be filled up online in GeM Portal
5.	Total cost (Per day per student)	To be filled up online in GeM Portal	To be filled up online in GeM Portal

Notes:

01. Price shall include all kind of material & transportation cost and profit margin of contractor.
02. Rate should be inclusive GST & all other Charges.
03. Average Hosteller will be 30 candidates which may vary from time to time.
- 04. For Guest & Day Students who may take only lunch menu, quoted lunch rate will be applicable & paid. Please provide the rate break up in appropriate column in GeM portal.**
05. Payment will be made based on actual consumption of food (i.e Actual Number of Breakfast / Lunch / Dinner). **Please provide the rate break up in appropriate column in GeM portal.**
06. For considering lowest bidder (L1), total Cost per day per student will be considered. Individual components of total cost will not be considered for deciding L1 bidder. The L1 contractor will also be required to provide lunch as per the above menu to Guest & Day Students at the quoted Lunch rate. Payment will be released within 15 days of submission of bill along with necessary documents.
05. Income Tax TDS & GST-TDS will be deducted as per rule.

Date:

Place:

Signature & Seal of Bidder