GeM Bid No_	
Date	



Tender Document For providing Canteen/Mess Service At CIPET: CSTS, Korba

केंद्रीय पेट्रोरसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट), कोरबा

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET), KORBA

सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सी.एस.टी.एस.)

CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

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

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

CIPET, Education Hub, Syahimudi, Block-Katghora, PO – Gopalpur, Distt. – Korba, Chhattisgarh – 495450 Phone: +91-7815350001, E-mail: korba@cipet.gov.in, website: www.cipet.gov.in

IMPORTANT INFORMATION

S.N	Description	Details
1	Purchaser / Service Receiver	Central Institute of Petrochemicals Engineering and Technology, Korba
2	Online Tender submission of bid	www.gem.gov.in
3	Online Tender information available at	www.cipet.gov.in
4	EMD	As per GeM
5	Security Deposit (in Rs.)	As per GeM
6	Date of E-Tender Publication	As scheduled in GeM Portal
7	Last Date and Time for Submission of Tender	As scheduled in GeM Portal
8	Date, Time of opening of Technical bid	As scheduled in GeM Portal
9	Date and Time of opening of financial bid	As scheduled in GeM Portal
10	CIPET KORBA - Online Bank Details	Bank Name- CANARA BANK Account Number – 120028053401 Account Name - CIPET CSTS KORBA HOLDING ACCOUNT IFSC Code - CNRB0002490 Vendor Code on gbiz portal of Canara bank- CVM5000000017876
11	Estimated cost of tender	Rs. 72,000,00.00/- (The figure may change depending upon the number of students)

NOTICE FOR INVITING GEM-TENDER

CIPET: CSTS, Korba invites online GEM tender in two bid system (Technical Bid and Financial Bid) "Contract for Canteen/Mess Services at Student & Staff Canteen at CIPET: CSTS, Korba". The Bid Documents duly completed in all respects have to be submitted online on GEM portal along with all necessary documents. Last date of submission of duly filled in bid document will be as per GEM.

Principal Director & Head, CIPET: CSTS, Korba reserves rights to accept or reject any/all tenders without assigning any reasons.

TERMS AND CONDITIONS

- **1.** The Canteen Contractor and Canteen Staff shall be experience and properly trained in Canteen works and in the age group of **18-50 years** and should be able to communicate in Hindi/English & Chhattisgarhi.
- **2.** Agency/Bidder shall be ensuring that no Canteen Staff shall leave Canteen unless and until next reliever arrives at Canteen.
- **3.** Agency/Bidder is responsible to provide all the utensils etc. to the best of their capacity.
- **4.** The number of Canteen staff as per CIPET instruction shall be engaged on duty by Catering agency for work at the aforesaid premises of CIPET. If the number is less due to illness, leave, transfer or any other reason whatsoever, the catering agency is bound to provide their replacement immediately to meet the required number of staff as per instruction.
- **5.** Catering agency shall be at liberty to transfer any person engaged by Catering agency to/from CIPET: CSTS, Korba for reasons as Catering agency feels fit. The Canteen staff provided by Catering agency at CIPET: CSTS, Korba premises shall for all purpose be deemed to be the employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following conditions:
 - **a.** CIPET: CSTS, Korba may request Catering agency to remove any particular person or persons of Catering agency, from the premises of CIPET: CSTS, Korba and it shall be complied with forthwith.
 - **b.** Catering agency shall be responsible for the compliance of police verification for their staff; relevant document shall be submitted to CIPET. This shall be applicable to all the staff engaged by agency (Regular/ Replacement).
- 6. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the Canteen staff posted at CIPET: CSTS, Korba premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F, G.S.T., Minimum Wages Act, payment of Bonus Act, payment of wages act etc. all such liabilities if any, shall be discharged by Catering agency. If catering agency fails to pay such liability the payment will be adjusted from their security deposit. If CIPET: CSTS, Korba is made to pay any amount under the written orders of any authority under laws for the acts of Catering Agency, then the amount shall be reimbursed by catering agency to the extent of such payments to CIPET: CSTS, Korba, provided, before making any payments or exonerate itself from the liability to pay and in all such cases CIPET: CSTS, Korba shall reasonably assist Catering agency by giving such information and inspection of such document as CIPET: CSTS, Korba has, in such connection, with it.
- **7.** Statutory Requirement /obligation: All statutory rules, like Minimum Wages, (EPF) Act, ESI Act, Bonus Act etc., as applicable for engagement of labors on daily wage are to be followed strictly by the contractor as per the Government norms.
- **8.** In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose penalty or cancel the contract.
- **9.** The agency shall supply the skilled and experience Manpower of Canteen staff as per the requirement.

10. Earnest Money Deposit (EMD):

- **a.** Bidder register under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME/ as per GoI Norms, will be considered for relaxation of EMD.
- **b.** The EMD of unsuccessful bidder shall be returned.
- **c.** Earnest Money Deposit amount shall be forfeited:
- i. If agency refuses to pay Security Deposit within 07 working day after the acceptance of the Bid.
- ii. Fails to fulfill implementation of the requirements of the tenders.

11. Security Deposit (SD):

- **a.** The successful/ qualified bidder (L1), in both technical & financial bid, has to deposit the Security deposit (i.e. 3% of Total Contract Value), valid for period of Contract).
- **b.** The security Deposit Amount should be deposited within 07 working day after the acceptance of the bid.
- **c.** The security deposit will be returned within three-month time from the end of the contract period without interest, if there are no pending issues against the contractor.
- **12.** The qualified & successful bidder has to enter into an agreement (Annexure V) along with CIPET: CSTS, Korba on Rs. 100/- notarized stamp paper within 7 working days after bid offer accepted by bidder. The expenses towards the preparation of Agreement (Stamps, Notary etc.) shall be borne by the Catering agency.
- **13.** The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.
- **14.** In case, any theft or pilferage is detected and the same is due to negligence/ carelessness or connivance of Canteen personnel of Catering agency then the cost of loss or damage thereby will be fully recovered or replaced/ repaired with the same by Catering agency up to the satisfaction of CIPET: CSTS, Korba Authority.
- **15.** Since Catering agency will be responsible for providing security and protection of Canteen premises and properties of CIPET: CSTS, Korba Canteen, Catering Agency will be responsible for loss or damage caused to the properties and premises of CIPET: CSTS, Korba Canteen as a result agency will compensate the value of the loss or damage to CIPET: CSTS, Korba.
- **16.** Wages/Salary to Canteen worker/staff will be paid in their bank account only by agency/contractor.
- **17.** It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank for their staff deployed at CIPET: CSTS, Korba canteen.
- **18.** The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with Canteen bill claims.

19. Terms & Conditions for awarding the Tender:

The received bids will be evaluated by the committee of CIPET- CSTS, Korba on the basis of requisite documents. Technical Bid will be opened first & financial bid of the successful qualified agencies in Technical bid would be opened after physical inspection of the performance of agencies at their client's premises & technical evaluation based on grading system. If two or more party's bids quote (L-1) will be same rate in financial bid opening in this case, as per grading and client feedback, based on the report on the past performance of the firm, and length of experience, the decision of Tender Committee and the Principal Director & Head CIPET: CSTS, Korba shall be the final and will be binding on bidder.

20. Bill Submission/Payment:

- i. The Agency/Bidder shall submit the Canteen/Mess Bill within 7 days from end of the month.
- **ii.** Payment to the contractor will be made by CIPET: CSTS, Korba on duly certified attendance by warden concerned in one installment after the submission of original invoices, including copies of all statements, taxes paid & other supporting documents for the period. The payment shall be disbursed as per actual attendance of the students.
- **ii.** Vacation periods/ leave (with prior intimation) shall be accommodated and payment will be deducted as per actual absent of students.

21. Renewal of Contract:

The contract / agreement may be renewed in compliance with GeM guidelines and subject further to satisfactory performance of the agency with such amendments as may be mutually agreed to.

22. Termination of Contract:

- i. The contract can be terminated by giving one-month notice period. However, in the event of non-compliance or breach of any terms of the contract or unsatisfactory services, CIPET reserves the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.
- ii. On the expiry of the agreement, as mentioned above, the agency shall withdraw all its manpower deployed at the CIPET: CSTS Korba or any other premise allotted and clear their accounts by paying them all their legal dues. In case of any dispute raised by the manpower deployed by the agency at the CIPET: CSTS Korba on account of termination of the contract, it shall be the sole responsibility of the Catering Agency to Resolve it and CIPET: CSTS Korba shall remain indemnified from being named as a party, in case the matter is referred to Court of Law.
- iii. On the termination/conclusion of contract period, Catering Agency will vacate the canteen area on the same day and handover to CIPET: CSTS, Korba in the condition as provided to them.

23. Disputes & Disciplinary Measures:

Any misconduct/misbehavior/indiscipline of deployed personnel/team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is solely responsible to resolve the issue, if any. CIPET: CSTS, Korba Management reserves the right to take all appropriate disciplinary actions under such circumstances.

24. Legal Jurisdiction:

Disputes, if any, arising out of the Catering Agency and its services shall be subjected to the Jurisdiction of Korba, State of Chhattisgarh.

25. Work Place:

CIPET: CSTS-Korba, Education Hub, Syahimudi, Post Gopalpur via Jamnipali, Korba - 495450 or any other place instructed by CIPET: CSTS Korba.

26. Location of Service provider:

The agency/bidder must have its own local Office in Chhattisgarh preferably in "Korba". The office shall have sufficient staff to handle all the affairs related to canteen Services. The agencies must have minimum 01 ongoing Govt./PSU Contract for similar work at Nearby location for site inspection it is mandatory before awarding contract to agency.

27. CIPET: CSTS, Korba reserves the right to cancel/reject any/all the tender without assigning any reason thereof, the final authority will be the Principal Director & Head of CIPET: CSTS, Korba.

28. Pre Bid Detail(s)

- Pre-Bid Date and Time As scheduled in GeM Portal
- Pre-Bid Venue CIPET:CSTS, Korba, Education Hub, Syahimudi, Post Gopalpur, Via-Jamnipali, Korba-495450 (C.G.)
- Bidders must be attend Pre-Bid on above mentioned date and time along with Power Point Presentation (PPT) having information about his, company/firm, details of currently working sites, Past Experience, Manpower Details, Feedback Mechanism, Food handling policy, Food product/Raw materials brand etc.

29. Instructions to the bidder while filling the Financial document;

The estimated value of the bid was given for an amount of Rs.72,00,000.00 (minimum) per year was calculated by considering an approximate quantity of approx. 200 No. of students in a day.

ILLUSTRATION:

200 No's X Daily rate per students (100/-) X 12 months x 30 days= XXXXXX (quote this amount in the bid)

Bidder should quote the price as per above formula only in financial bid

The quantity of the students mentioned above is indicative only. The number may increase or decrease in a month as per the schedule and attendance of the students.

GENERAL TERMS AND CONDITIONS:

CANTEEN/MESS SERVICES AT CIPET: CSTS, KORBA

(Approximately 150 – 400 Students) Which may increase/decrease in future

- 1. Breakfast, Lunch and Dinner need to be served as per the basic menu agreed upon with the Canteen Committee (as per Annexure-I).
- 2. Duty hours of the Canteen shall be determined by the Administration Department/ Canteen Committee, CIPET: CSTS, KORBA as per his requirements.

TENTATIVE CANTEEN TIMINGS

 Breakfast
 :
 07.00
 AM - 09.00AM

 Lunch
 :
 12.00
 AM - 02.30 PM

 Dinner
 :
 08.00
 PM - 09.30 PM

- 3. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET: CSTS, Korba Management.
- 4. The contractor shall not assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
- 5. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
- 6. The Contractor/Agency is not permitted to use the CIPET Canteen/ Mess facility for providing food and other items to outside agency.
- 7. The Contractor/Agency shall provide Canteen/Mess Services (i.e. food, snacks etc.) only to CIPET, Korba Staff/Students/Guest and directed by CIPET, Korba Management.
- 8. The contractor shall vacate the premises with all features, furniture etc., which are institute properties in good and tenable conditions on the termination of the contract.
- 9. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the CIPET: CSTS, Korba authorities.
- 10. If the contractor and/or his team and also functioning of the Canteen is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then CIPET: CSTS, Korba is empowered to terminate the contract with a short notice of one week.
- 11. In case of unsatisfactory performance / dispute / emergency condition or any other reason as deemed fit by the Canteen Committee, the contract can be cancelled at the sole discretion of the CIPET: CSTS, Korba Management.
- 12. Contractor shall maintain the, overall hygiene, cleanliness of hall, kitchen, furniture and the food, raw materials, ingredients, sink and cleanliness of gutter of surrounding area of canteen.
- 13. The Canteen utensils are to be cleaned with hot water using detergent powder/ soap after every meal.
- 14. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. 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 contractor as decided by CIPET: CSTS, Korba.
- 15. The Contractor shall use only branded and best quality raw materials/ingredients for preparing the food (as per annexure-II). Canteen Committee will check all materials brought to the Canteen as well as cooking practices.
- 16. The quality of the raw materials to be used for preparation of food in the canteen should be of highest standard, clean, fresh, nutritious and hygienic.
- 17. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Violation of terms and conditions of contract and shall invite penalty for the same (maximum up to 10% of monthly bill as decided by CIPET: CSTS, Korba.
- 18. The Canteen Agency will be allowed to use electricity upto 500 (KVA) units and excess units consumed shall deducted from the bill of canteen agency at the actual monthly electricity bill of CSPDCL.
- 19. The fees of Rs 3500/- per month for water consumed per day / License Fee shall deducted from the bill of canteen agency.

- 20. However, in case of any problem in supply of Electricity/Water, the contractor shall make its own arrangement to run the mess smoothly.
- 21. Canteen staffs are allowed to stay in the Canteen premises from 04:00AM to 11:00PM. If canteen agency wants to deploy any staff in the canteen premises beyond this time, then prior permission from CIPET, Korba will be required.
- 22. Additional space for storage and residential purpose can be (subject to availability and approval of CIPET, Management) provided on chargeable basis.
- 23. The materials brought inside CIPET Campus for cooking purpose shall be entered in the Goods Inward Register kept at security gate. Without proper permission no material will be sent out from CIPET Campus.
- 24. The contractor has to maintain feedback register in the format prescribed by CIPET: CSTS, Korba on regular basis to assess the feedback of students.
- 25. All-inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labor, all statutory liabilities including service charges, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender.
- 26. Only Commercial Gas cylinders shall be used in canteen. Any fluctuations in the Gas price must be absorbed by the Contractor only.
- 27. When circumstances warrants, contractor has to cater for large number of student's/staff members at very short notice.
- 28. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET, Korba & Canteen Agency as and when required.
- 29. The contractor and his workers must behave politely with all staff/students/guests/customers. In case of such misbehave/dispute situations/under emergency, the Contractor should intimate immediately to the Canteen Committee.
- 30. Canteen workers and cooks always be in uniform, should be healthy, medically fit and not infected by any contagious disease. If any Canteen worker is found medically unfit, he may not be given permission to continue his duties and Canteen contractor will be liable for any expenses incurred out of this incidence.
- 31. Contractor shall depute manager/supervisor to check the overall maintenance of the premises and proper usages of the materials.
 - i. Canteen Contractor or his manager/supervisor is required to remain present in the Canteen when the food is served in the Canteen.
 - ii. Smoking/drinking liquor etc. is strictly prohibited in the Institute premises.
 - iii. Storage/ consumption of any alcoholic drink/ liquor are strictly prohibited. The contractor or his staffs shall not serve any of such substance/drink in Canteen/hostel etc. Smoking, consuming gutkha, khainee, tobacco etc. is also prohibited in the premises.
 - iv. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
 - v. Contractor should provide proper uniform along with a name tag to his staff members, and shall ensure that all his staffs are in uniform regularly.
 - vi. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
- 32. Contractor shall provide light food to the sick students during their sickness period and no extra charge will be paid for the same.
- 33. Canteen Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. continuous bad performance will result in termination of contract. Non-compliance with the menu and serving of unhygienic food will result in instant monetary fine.
- 34. Maintenance of all electrical items (fan, tube-light, exhaust-fan, switches etc.) and civil infrastructure (flooring, tiles, sanitary, plumbing items, washbasin, coloring of wall etc.) of canteen provided by the CIPET, shall be the responsibility of the canteen contractor. If any maintenance is required, then such works shall be carried out by canteen contractor under the supervision of canteen committee.

- 35. Contractor shall only use fresh vegetable & dairy items.
- 36. Contractor shall maintain stock of maximum 15day of grocery items (rice, wheat, oil, maize, gram floor etc.) at the specified location provided by CIPET: CSTS, Korba.
- 37. Contractor must make his own arrangements for housekeeping of the dining hall and kitchen area allotted and disposal of the kitchen and dining waste material. House-keeping of common areas shared by the contractor must be done by the contractor itself.
- 38. If Service is required in Girls hostel, contractor shall engage only lady staff.
- 39. CIPET: CSTS, Korba reserves right to cancel, terminate the contract and forfeit the Security Deposit submitted by Contractor/Agency for Non Compliance of Tender Terms and Conditions.
- 40. Contractor should serve cooked food by electric bain marie counter.
- 41. Canteen contractor will provide service of serving food to staff on table.

42. Penalty:

Failure to supply food in terms of quality, quantity, hygiene and as per the decided menu will attract penalty. For not adhering to contractual conditions, the Canteen Committee with the consultation of CIPET: CSTS, Korba Management shall be free to impose monetary fine as deemed fit on the contractor. Imposed fines shall be adjusted against payment due to the contractor.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs.1000/- for each occasion will be imposed.
- b) Items like Aji-no-moto, coloring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs.1000/- for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs.1000/- for each occasion will be imposed.
- d) Any complaint of insects cooked along with food or found in any food items would invite a fine of Rs.500/- to Rs.2500/- on the contractor decided by the canteen committee.
- e) Any complaint of soft objects like hairs, rope, soft plastics, cloth etc in food will attract a fine of Rs.1000/- for each occasion.
- f) Any complaint of stones/pebbles will attract a penalty on the contractor which can range between Rs.1000/- to Rs.2500/- depending on the size of the stone/ pebble for each occasion.
- g) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1000/- on the contractor.
- h) If Canteen committee agrees that certain item of a meal was not cooked properly then a fine of Rs.1000/- would be imposed on the contractor.
- i) Changes in approved menu of any meal without permission of warden/Canteen committee would result in a fine of Rs.1000/- on the contractor.
- j) Fine on any discrepancy (personal hygiene or misbehavior of workers etc.) will lead to fine of Rs.1000/- on contractor for each occasion.
- k) Contractor should remove or destroy the entire expired product immediately, if any expired product found in the canteen will lead to fine of Rs. 1000/- to 5000/- on each occasion.
- l) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Canteen committee with consent of CIPET: CSTS, Korba Management.
- m) Severity of hygiene failure shall be assessed and decided by the Canteen committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

CIPET: CSTS, Korba Canteen Committee may impose any of the penalties. The contractor may appeal to the CIPET: CSTS, Korba Management for reduction/waiver of penalty. The decision of the CIPET: CSTS, Korba Management shall be final.

Canteen/ Mess Services

आवश्यक दस्तावेज/Important Document

अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में बोली अस्वीकार की जा सकती है। Bid is liable to be rejected in case of non-eligibility or non-submission of the requisite documents

दस्तावेजों को निम्नलिखित अनुक्रम के अनुसार अपलोड किया जाना चाहिए।

Documents should be uploaded as per following sequence.

Technical Bid

नोट: नीचे दिए गए सभी दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किए जाने हैं।

Note: All the below mentioned documents are to be uploaded in PDF format only.

Sr No	PARTICULARS	Details to be furnish and enclose self attested
1	Name of the authorized Individual/Firm/Company	document mentioned below
2	Postal address	
3	Name of Contact person	
4	Mobile No	
5	E-Mail ID	
6		
	Firms Registration Certificate (copy enclose)	
7	PAN (Permanent Account Number) (copy enclose)	
8	GST Registration No. (copy enclose)	
9	Valid copy of office Establishment in Chhattisgarh (Registration in Chhattisgarh-enclose copy)	
10	PF (Registration in Chhattisgarh-enclose copy)	
11	MSME/NSIC Certificate (Copy enclosed)	
12	FSSAI Registration No. (copy enclose) (Must be valid before the opening of tender)	
13	ESIC (Registration in Chhattisgarh-enclose copy)	
14	Annual Average Turnover valuing more than Rs. 1.5 crore and above	
	during the last three financial year (2021-22,2022-23,2023-24)	
15	Balance Sheet of Last Three Financial Year (2021-22,2022-23,2023-	
	24) (copy enclose)	
16	Profit Loss A/c of Last Three Financial Year (2021-22,2022-	
	23,2023-24) (copy enclose)	
17	Income Tax Return of the last three Assessment Years (2022-	
	23,2023-24,2024-25) (copy enclose)	
18	Annexure II of Permissible Brands (Copy enclose)	
19	Declaration of Contractor as per Annexure III (Copy enclose)	
20	No Blacklisting/Legal Disputes Declaration as Annexure- IV (Copy enclose)	
21	Annexure VI (Pre Bid Form Mandatory to enclose)	
22	Bidder should have successfully carried out catering services to	
	Hostel canteen cum Mess for minimum 200 students/persons on a	
	normal working day in a single unit for a continuous period of one	
	year (w.e.f 1st April 2018) during the last 3 years at reputed State	
	Govt./PSU/Central govt./Autonomous bodies or Work	
	experience/completion certificate of similar work in the recent/last	
	3 years (2021-22, 2022-23 & 2023-24). Performance Certificate as	
	per Annexure-VII(Copy enclose)	
23	Pre Bid Detail(s)	
24	EMD Deatils	

FINANCIAL BID

Rate for CIPET- Hosteller/Staff/Guest Canteen

Rates to be quoted by the agency/bidder on Gem portal as per below:

01. Breakfast with Tea (Milk Tea) 100 ml: (Menu as per the Annexure-I) 02. Unlimited Lunch & dinner: 1. Two Vegetable 2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.	(Menu as per the Annexure-I) O2. Unlimited Lunch & dinner: 1. Two Vegetable 2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad [Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad,	Sr. No.	Items	Charges per day per students in Rs.
02. Unlimited Lunch & dinner: 1. Two Vegetable 2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad [Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad,	02. Unlimited Lunch & dinner: 1. Two Vegetable 2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.	01.	Breakfast with Tea (Milk Tea) 100 ml:	
1. Two Vegetable 2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad,	1. Two Vegetable 2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.		(Menu as per the Annexure-I)	
2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad,	2. Dal/ Kadhi 3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad [Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.	02.		
3. Rice/ Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad,	3. Rice/Khichdi/Fried Rice/Biryani 4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad [Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.		1. Two Vegetable	
4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad [Menu as per the Annexure-I] *Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad,	4. Chapati/ Paratha/ Puri 5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.		2. Dal/ Kadhi	
5. Pickle/ Papad 6. Curd/ Raita/ Salad [Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad,	5. Pickle/ Papad 6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.		3. Rice/ Khichdi/Fried Rice/Biryani	
6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad,	6. Curd/ Raita/ Salad (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): • Veg: Paneer/ Mashroom, • Non Veg: Egg/ Chicken/ Mutton etc. • Dal Fry. • Pulao/Fried Rice/Biryani. • Buttered Chapati/Puri. • Sweet/Ice cream • Curd/ Raita. • Salad, • Papad, Pickles.		4. Chapati/ Paratha/ Puri	
 (Menu as per the Annexure-I) *Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, 	*Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles.		5. Pickle/ Papad	
*Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad,	*Contractor has to provide: Weekday Special (One Time): Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles.		6. Curd/Raita/Salad	
 Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, 	 Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles. 		(Menu as per the Annexure-I)	
 Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, 	 Non Veg: Egg/ Chicken/ Mutton etc. Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles. 	*Contra	ctor has to provide: Weekday Special (One Time):	
 Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, 	 Dal Fry. Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles. 	• V	eg: Paneer/ Mashroom,	
 Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, 	 Pulao/Fried Rice/Biryani. Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles. 	• N	on Veg: Egg/ Chicken/ Mutton etc.	
 Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, 	 Buttered Chapati/Puri. Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles. 	• D	al Fry.	
 Sweet/Ice cream Curd/ Raita. Salad, 	 Sweet/Ice cream Curd/ Raita. Salad, Papad, Pickles. 	■ P	ulao/Fried Rice/Biryani.	
Curd/ Raita.Salad,	Curd/ Raita.Salad,Papad, Pickles.	■ B	uttered Chapati/Puri.	
■ Salad,	 Salad, Papad, Pickles. 	■ S	weet/Ice cream	
·	Papad, Pickles.	■ C	urd/ Raita.	
Papad, Pickles.		■ Sa	alad,	
	TOTAL RUPEES PER DAY PER STUDENTS (Inclusive of GST)	■ P	apad, Pickles.	

Important Notes:

- Rates quoted should be inclusive of all taxes / levis (G.S.T and any other statutory Central/State Govt. taxes) and should be valid for ONE year from the date of the agreement or extended period.
- Rate quoted by the bidder must be inclusive of all charges.
- In case of Tie, decision of CIPET: CSTS, Korba Management will be final and will be binding on all bidders.
- Financial bid will be finalized according to the above quoted rate, and preference will be given to those bidders who will provide economic rates for the "Canteen for Visitor/ Day scholar".
- Day Scholar students to be charged similar amount for lunch except weekday special meal.

Rate of Canteen for Visitor/Guest

Rates are quoted by the agency/bidder on Gem portal as per below:

Item	Quantity/items	Rate(Rs.) per meal
Special Meal	1. Chapati/Puri	
	2. Rice/Jeera Rice	
	3. Green Vegetable	
	4. Paneer/Mutton/Chicken/Egg	
	5. Dal fry	
	6. Salad	
	7. Papad	
	8. Pickel	
	9. Curd/Raita	
	10. Sweets	
	11. Mineral Water 250ml pack	
Special Meal – Veg.	1. Soup	
(on Occasion/Event)	2. Starter	
(on occasion/ Event)	3. Chapati/Tandori	
	4. Roti/Fulka/Puri	
	5. Rice/Jeera/Fried Rice/Biryani	
	6. 1 nos Dry Vegetable	
	7. 2 nos Gravy Vegetable	
	8. Dal fry	
	9. Salad	
	10. Papad	
	11. Pickel	
	12. Curd/Raita	
	13. Sweets/Ice Cream	
	14. Mineral Water 250ml pack	
Special Meal – Non Veg.	1. Soup	
(on Occasion/Event)	2. Starter	
, ,	3. Chapati/Tandori	
	4. Roti/Fulka/Puri	
	5. Rice/Jeera/Fried Rice/Biryani	
	6. Dry Veg	
	7. Gravy Veg	
	8. Non veg (Mutton/Chicken/Egg)	
	9. Dal fry	
	10. Salad	
	11. Papad	
	12. Pickel	
	13. Curd/Raita	
	14. Sweets/Ice Cream	
_	15. Mineral Water 250ml pack	
Tea	150 ml	
Coffee (Nescafe)	150 ml	
Shakes (Mango, Banana & Chikoo)	300ml	
Samosa/ Kachodi etc. with Sauce	100 grams each	
Pastry	Each	
Patties with Sauce	Each	
Sandwich with Sauce	Each	

Burger with Sauce	Each	
Chowmein	100 grams	
Pizza	150 grams	
Bread Pokoda with Sauce/chatni	150 grams	
Cutlet	150 grams	
Cold Drinks	150ml/300ml/500ml/1000ml	MRP/Discounted
		Price
Water Bottle (Aquafina, Bisleri/	Each 500ml/01litre/200ML	MRP/Discounted
Kinley)		Price
Chocolate/Biscuit/Ice-Cream/	On MRP	MRP/Discounted
Sweets/ Packed Snacks etc.		Price

Note: Quoted rates are expected to be below MRP wherever MRP is relevant. For other items prices may be as economical as possible.

The following brands of grocery items are permissible to be used.

PERMISSIBLE BRANDS OF CONSUMABLES ITEM	BRAND	
Salt	Iodized salt such as Tata, Annapurna, Patanjali	
All type of Masala	MDH/ Everest/ Badshah/ Ramdev or equivalent brand	
Oil	Refined oil such as Patanjali /Sundrop/ Fortune/ Silver Drop	
	or equivalent brand	
	(use of Hydrogenated (vanaspati) or Palm oil is prohibited)	
Vegetables	Fresh Vegetables	
Pickle	Mother's or Nilon's or Tops	
Atta	Shakti-bhog/ Annapurna/ Aashirvaad/ Silver-coin/ equivalent approved Brand	
Milk	Dev bhog / Amul/ Vachan or equivalent brand	
Tea	Brook Bond, Lipton, Tata, Taj Mahal, Bag Bakri	
Coffee	Nescafe/Bru	
Biscuits	Britannia, Parle, Good Day / Patanjali	
Maize, Gram-Flour & Dals	Rajdhani/ Shakti Bhog or any Agmark Approved by cantee	
	Committee	
Rice	Basmati Rice/Good quality/any other equivalent as approved	
	by Canteen Committee.	

Note:

- $i.\ The\ Contractor\ would\ be\ required\ to\ use\ ISI/Agmark/Food\ grade\ products\ and\ fssai\ approved.$
- ii. Date of Manufactured and expiry date shall be mentioned on the entire product.
- iii. Contractor shall remove or destroy the entire expired product immediate, if any expired product found in the canteen will lead to a fine of Rs. 1000/- to 5000/- on contractor.

Annexure- I

कैंटीन मेनू (प्रस्तावित)

कं.	दिन	नास्ता		दोपहर का भोजन			रात का भोजन			
4 .	14.1	सुबह का ना (चाय सहित		सब्जी	ऑप्शनल सब्जी	अन्य	सब्जी	ऑप्शनल सब्जी	अन्य	
1	सोमवार	सादा पराठा, आलू टमाटर	पुड़ी , छोले	गोभी आलू (सूखा), राजमा (ग्रेवी)	बैंगन भर्ता, चनादाल (ग्रेवी),	रोटी, चावल, सलाद, तुवर दाल	करेला, आलू चिप्स (मीडियम ग्रेवी), मिक्स वेज	लौकी चनादाल (मीडियम ग्रेवी)/ जिमी कंद खट्टा	रोटी, चावल, काली दाल	
2	मंगलवार	इडली सांभर, चटनी	बड़ा सांभर, चटनी	परवल (मीडियम ग्रेवी), आलू दम (ग्रेवी)	शिमला मिर्च, आलू (मीडियम ग्रेवी)	रोटी, चावल, पापड़, तुवर दाल	आलू भिण्डी, आलू चिप्स	सोयाबीन बड़ी (ग्रेवी), आलू मटर (ग्रेवी)	रोटी,चावल मिक्स दाल, रायता	
3	बुधवार	पोहा मटर	पोहा चना सब्जी	पनीर / मशरूम / अंडा / मछली / चिकन	गिलकी /तुरई चनादाल (मीडियम ग्रेवी)	रोटी, चावल, सलाद, तुवर दाल	गिलकी /तुरई चनादाल (मीडियम ग्रेवी)	मौसमी सब्जी (सूखा)	रोटी, वेज खिचड़ी, अचार, पापड़	
4	गुरूवार	आलू गुंडा, इमली चटनी / टमाटर चटनी	ढोंकला, इमली चटनी	भिंडी प्याजा (सूखा), कोफता (ग्रेवी)	पत्ता गोभी आलू, मटर (मीडियम ग्रेवी)	रोटी, चावल, सलाद, काली दाल, गुलाब जामुन / गाजर का हलवा / जलेबी / खीर / सेवई	गोभी आलू (सूखा), राजमा (ग्रेवी)	चनादाल (ग्रेवी) / मसाला खिचड़ी	रोटी, चावल, तुवर दाल, पापड़,	
5	शुकवार	गोभी पराठा / मेथी पराठा / मूली पराठा— टमाटर की चटनी	उत्तपम सांभर, चटनी	आलू बरबटटी (ग्रेवी), चना मसाला (मीडियम ग्रेवी)	कड़ही / डूबकी कड़ही	पुलाव, सलाद, पापड़, रायता	परवल (मीडियम ग्रेवी), आलू दम (ग्रेवी)	शिमला मिर्च, आलू (मीडियम ग्रेवी)	रोटी, चावल,तुवर दाल	
6	शनिवार	चावल आटे का चीला / बेसन चीला / मूंग चीला, –टमाटर की चटनी	ब्रेड पकोड़ा, टमाटर चटनी	करेला आलू (मीडियम ग्रेवी), आलू बैंगन (मीडियम ग्रेवी)	लौकी चनादाल (मीडियम ग्रेवी)/ जिमी कंद खट्टा	रोटी, चावल, पापड़, काली दाल	आलू बरबटटी (ग्रेवी), चना मसाला (मीडियम ग्रेवी)	कड़ही / डूबकी कड़ही	रोटी, चावल, अचार, पालक दाल	
7	रविवार	छोले भटूरे	सांभर दोसा,	राजमा (ग्रेवी)	आलू मटर (ग्रेवी)	रोटी,चावल मिक्स दाल, रायता			पुलाव, सलाद, मिक्स दाल, रायता	

सलाद:— टमाटर/ खीरा/ प्याज/ गाजर/ नीबू नोट:— 1. छात्रों एवं केंटीन कमेटी के द्वारा समय—समय पर मेनू परिवर्तित किया जा सकेगा। 2. रेगुलर मेनू में उल्लेखित लंच एवं डिनर आइटम्स के अनुसार फूड आइटम्स दिया जाना है।

(Shall be uploaded by the bidder on official letter head of bidder)

Annexure -III

DECLARATION BY THE CONTRACTOR

I/We(Name and Designation) have carefully read the terms and
conditions of contract as contained in GeM Bid No. GeM/2025// Dt//2025 and
agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract,
then CIPET: CSTS, Korba has the right to cancel the contract without any further correspondence
and CIPET: CSTS, KORBA, has no financial liability.
I/We (Name and Designation) promise to pay the compensation or
fine in case of such default.
(Signature of Bidder)
Name & Designation with Seal of the firm
Place:
Date:

(Shall be uploaded by the bidder on official letter head of bidder)

Annexure -IV

SELF-DECLARATION - NO BLACKLISTING

(Date)
To, M/s. Central Institute of Petrochemicals Engineering & Technology, Education Hub, Syahimudi, Post-Gopalpur, via Jamnipali, Korba-495450, Chhattisgarh Ref: Tender for Catering Services at CIPET Korba-Reg.
Dear Sir/Madam
In response to the GeM Bid No. GeM/2025// Dt/2025 for Selection of Contractor for Canteen/Mess Services at CIPET: CSTS, Korba.
I/ We hereby declare that presently our Company/Firm M/s is not blacklisted/debarred and not declared ineligible for any reasons by any State Govt./ Central Govt./PSU/Autonomous Body on the date of Bid Submission. I/We further declare that presently our Company/ firm is not having any Legal case/dispute pending in any court of laws against our Company/Firm/ its Executives etc. with any party.
If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.
Thanking you,
(Signature of Bidder)
Name & Designation with Seal of the firm
Place: Date:

(The Agency/Bidder shall submit this Agreement within 07 working day after the acceptance of the bid.)

AGREEMENT

This Agreement made on this Date:/..../....,

BETWEEN

Central Institute of Petrochemicals Engineering and Technology (CIPET) under Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers Government of India situated at Education Hub, Syahimudi, Block- Kathghora, Korba- 495450, Chhattisgarh, India. (hereinafter referred as - "First Party")

			AND				
M/s	,	Office:	(hereinafter	referred	as	-	"Second
Party	y ")						

(First Party and Second Party are hereinafter jointly referred to as "Parties" and individually as "Party")

AND WHEREAS the institute needs a caterer for run Canteen/Mess services at CIPET: CSTS, Education Hub, Shyahimudi, Gopalpur, Korba 495450, Chhattisgarh on a yearly basis. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the representative parties as under:

- **1.** The Canteen Contractor and Canteen Staff shall be experience and properly trained in Canteen works and in the age group of **18-50 years** and should be able to communicate in Hindi/English & Chhattisgarhi.
- **2.** Agency/Bidder shall be ensuring that no Canteen Staff shall leave Canteen unless and until next reliever arrives at Canteen.
- **3.** Agency/Bidder is responsible to provide all the utensils etc. to the best of their capacity.
- **4.** The number of Canteen staff as per CIPET instruction shall be engaged on duty by Catering agency for work at the aforesaid premises of CIPET. If the number is less due to illness, leave, transfer or any other reason whatsoever, the catering agency is bound to provide their replacement immediately to meet the required number of staff as per instruction.
- **5.** Catering agency shall be at liberty to transfer any person engaged by Catering agency to/from CIPET: CSTS, Korba for reasons as Catering agency feels fit. The Canteen staff provided by Catering agency at CIPET: CSTS, Korba premises shall for all purpose be deemed to be the employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following conditions:
 - **a.** CIPET: CSTS, Korba may request Catering agency to remove any particular person or persons of Catering agency, from the premises of CIPET: CSTS, Korba and it shall be complied with forthwith.
 - **b.** Catering agency shall be responsible for the compliance of police verification for their staff; relevant document shall be submitted to CIPET. This shall be applicable to all the staff engaged by agency (Regular/ Replacement).

- 6. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the Canteen staff posted at CIPET: CSTS, Korba premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F, G.S.T., Minimum Wages Act, payment of Bonus Act, payment of wages act etc. all such liabilities if any, shall be discharged by Catering agency. If catering agency fails to pay such liability the payment will be adjusted from their security deposit. If CIPET: CSTS, Korba is made to pay any amount under the written orders of any authority under laws for the acts of Catering Agency, then the amount shall be reimbursed by catering agency to the extent of such payments to CIPET: CSTS, Korba, provided, before making any payments or exonerate itself from the liability to pay and in all such cases CIPET: CSTS, Korba shall reasonably assist Catering agency by giving such information and inspection of such document as CIPET: CSTS, Korba has, in such connection, with it.
- **7.** Statutory Requirement /obligation: All statutory rules, like Minimum Wages, (EPF) Act, ESI Act, Bonus Act etc., as applicable for engagement of labors on daily wage are to be followed strictly by the contractor as per the Government norms.
- **8.** In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose penalty or cancel the contract.
- **9.** The agency shall supply the skilled and experience Manpower of Canteen staff as per the requirement.

10. Earnest Money Deposit (EMD):

- **a.** Bidder register under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME/ as per GoI Norms, will be considered for relaxation of EMD.
- **b.** The EMD of unsuccessful bidder shall be returned.
- **c.** Earnest Money Deposit amount shall be forfeited:
- i. If agency refuses to pay Security Deposit within 07 working day after the acceptance of the Bid.
- ii. Fails to fulfill implementation of the requirements of the tenders.

11. Security Deposit (SD):

- **a.** The successful/ qualified bidder (L1), in both technical & financial bid, has to deposit the Security deposit (i.e. 3% of Total Contract Value), valid for period of Contract).
- **b.** The security Deposit Amount should be deposited within 07 working day after the acceptance of the bid.
- **c.** The security deposit will be returned within three-month time from the end of the contract period without interest, if there are no pending issues against the contractor.
- **12.** The qualified & successful bidder has to enter into an agreement (Annexure V) along with CIPET: CSTS, Korba on Rs. 100/- notarized stamp paper within 7 working days after bid offer accepted by bidder. The expenses towards the preparation of Agreement (Stamps, Notary etc.) shall be borne by the Catering agency.
- **13.** The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.
- **14.** In case, any theft or pilferage is detected and the same is due to negligence/ carelessness or connivance of Canteen personnel of Catering agency then the cost of loss or damage thereby will be fully recovered or replaced/ repaired with the same by Catering agency up to the satisfaction of CIPET: CSTS, Korba Authority.
- **15.** Since Catering agency will be responsible for providing security and protection of Canteen premises and properties of CIPET: CSTS, Korba Canteen, Catering Agency will be responsible for loss or damage caused to the properties and premises of CIPET: CSTS, Korba Canteen as a result agency will compensate the value of the loss or damage to CIPET: CSTS, Korba.
- **16.** Wages/Salary to Canteen worker/staff will be paid in their bank account only by agency/contractor.
- **17.** It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank for their staff deployed at CIPET: CSTS, Korba canteen.

18. The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with Canteen bill claims.

19. Terms & Conditions for awarding the Tender:

The received bids will be evaluated by the committee of CIPET- CSTS, Korba on the basis of requisite documents. Technical Bid will be opened first & financial bid of the successful qualified agencies in Technical bid would be opened after physical inspection of the performance of agencies at their client's premises & technical evaluation based on grading system. If two or more party's bids quote (L-1) will be same rate in financial bid opening in this case, as per grading and client feedback, based on the report on the past performance of the firm, and length of experience, the decision of Tender Committee and the Principal Director & Head CIPET: CSTS, Korba shall be the final and will be binding on bidder.

20. Bill Submission/Payment:

- i. The Agency/Bidder shall submit the Canteen/Mess Bill within 7 days from end of the month.
- **ii.** Payment to the contractor will be made by CIPET: CSTS, Korba on duly certified attendance by warden concerned in one installment after the submission of original invoices, including copies of all statements, taxes paid & other supporting documents for the period. The payment shall be disbursed as per actual attendance of the students.
- **ii.** Vacation periods/ leave (with prior intimation) shall be accommodated and payment will be deducted as per actual absent of students.

21. Renewal of Contract:

The contract / agreement may be renewed for such period as mutually agreed upon, subject to a maximum term of 3 years on satisfactory performance of the agency with such amendments as may be mutually agreed with the same terms and conditions.

22. Termination of Contract:

- i. The contract can be terminated by giving one-month notice period. However, in the event of non-compliance or breach of any terms of the contract or unsatisfactory services, CIPET reserves the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.
- ii. On the expiry of the agreement, as mentioned above, the agency shall withdraw all its manpower deployed at the CIPET: CSTS Korba or any other premise allotted and clear their accounts by paying them all their legal dues. In case of any dispute raised by the manpower deployed by the agency at the CIPET: CSTS Korba on account of termination of the contract, it shall be the sole responsibility of the Catering Agency to Resolve it and CIPET: CSTS Korba shall remain indemnified from being named as a party, in case the matter is referred to Court of Law.
- iii. On the termination/conclusion of contract period, Catering Agency will vacate the canteen area on the same day and handover to CIPET: CSTS, Korba in the condition as provided to them.

23. Disputes & Disciplinary Measures:

Any misconduct/misbehavior/indiscipline of deployed personnel/team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is solely responsible to resolve the issue, if any. CIPET: CSTS, Korba Management reserves the right to take all appropriate disciplinary actions under such circumstances.

24. Legal Jurisdiction:

Disputes, if any, arising out of the Catering Agency and its services shall be subjected to the Jurisdiction of Korba, State of Chhattisgarh.

25. Work Place:

Signed On hehalf of

CIPET: CSTS-Korba, Education Hub, Syahimudi, Post Gopalpur via Jamnipali, Korba - 495450 or any other place instructed by CIPET: CSTS Korba.

26. Location of Service provider:

The agency/bidder must have its own local Office in "Korba". The office shall have sufficient staff to handle all the affairs related to canteen Services. The agencies must have minimum 01 ongoing Govt./PSU Contract for similar work at Nearby location for site inspection it is mandatory before awarding contract to agency.

- **27.** CIPET: CSTS, Korba reserves the right to cancel/reject any/all the tender without assigning any reason thereof, the final authority will be the Principal Director & Head of CIPET: CSTS, Korba.
- **28.** The Terms and Condition of mention on Bid Documents of vide ref. no. GEM/...... Dated: shall form part of this agreement.
- **29.** CIPET: CSTS, Korba reserves right to cancel, terminate the contract and forfeit the Security Deposit submitted by Contractor/Agency for Non Compliance of Tender Terms and Conditions.

This agreement will be effective / valid for a period of one year from the day of signing by both parties. The parties may change or modify the terms of this agreement only by written amendments signed by the parties.

That, in case of dispute or difference of opinion would be resolved jointly by First Party and Second Party.

IN WITNESS WHERE OF PARTIES HERE TO HAVE SIGNED THIS AGREEMENT ON THE DATE AND YEAR FIRST WRITTEN ABOVE.

Signed On hehalf of

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CIPET:CSTS, Korba			M/s					
(Designat	tion)		(Decim	nation)				
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CIPET:CSTS, Korba			M/s					
Witness			Witne	nee				
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1	(Name)	(Signature)	1	(Name)	(Signature)			
2	(Name)	(Signature)	2	(Name)	(Signature)			

Annexure -VI

Pre - BID FORM

To,
The Principal Director & Head
CIPET:CSTS, Korba
Pre Bid Interaction Form

Subject - Providing Canteen Services at CIPET:CSTS, Korba.

Name of the person authorized to sign and submit the Tender

Dear Sir

- 1. I / We have presented our services as per buyer requirement and I / We have to Supply the services as per information provided to buyer in the Pre Bid Interaction.
- 2. I / We also understand that if any mismatch happened between presented service in Pre Bid Interaction and quoted service in Bid, Buyer has right to disqualify our participation in Bid.
- 3. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
- 4. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexure containing Terms and Conditions.
- 5. I/ We agree to pay all Government Taxes from time to time and the rates quoted by me/us are inclusive of the same. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
- $_{\rm 6.}$ $\,$ I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract/Buyer ATC.

I) II)	
Yours faithfully	
Place Date	Signature
	Seal

Annexure -VII

PERFORMANCE CERTIFICATE

(Furnish this information for every individual from the employer for whom the work was executed)

- 1. Name of the contract with address:
- 2. Agreement No:
- a. Scope of Contract with no. of students:
- b. Project Cost:
- c. Date of start to Date of Completion:
- d. Period (Atleast one Year):
- e. Amount of compensation levied, if any: Performance Report: Excellent/Very Good/Satisfactory/Fair:
- f. Compliance of all statutory requirements- Yes / No:

(Signature of issuing Authority with Seal)

Date:

*In absence of this certificate, information with above details for not less than one year from the employer for whom the work was executed shall also be accepted.

TABLE A: Technical Qualification Parameters				
SN	Criteria		Marks Secured by Bidder.	
1.	Feedback from the Existing two clients (Marks 05)			
2.	Experience in Years (Govt. organization) (Max. 15)	< 3 years - 5 Marks >3 & < 5 years - 10 Marks >= 5 years - 15 Marks		
3.	Experience in Years (Pvt Ltd. organization) (Max. 15)	< 3 years - 5 Marks >3 & < 5 years - 10 Marks >= 5 years - 15 Marks		
4.	Experience in Years (Educational organization) (Max. 15)	< 3 years - 5 Marks >3 & < 5 years - 10 Marks >= 5 years - 15 Marks		
5.	Bidder/Agency Should Have Completed works in Govt./Autonomous Body in Education Sector for providing Canteen / Mess services in Financial Year 2023-24. (Max. 15)	200-500 Students/persons - 5 Marks 500-1000 Students/persons - 10 Marks 1000-2000 Students/persons - 15 Marks		
6.	Bidder's presentation in Pre-Bid Participation. (Max. 10)			
7.	Minimum 50 Employee EPF deposit should have done in the previous month of publishing of this tender, which will be verified by EPF portal by TRRN number (Max. 10)			
8.	Average Turnover not less than 1.5 crore last three years as on 31.03.2024 (Max. 15)			
		TOTAL		