



**“E-TENDER DOCUMENT”**

**FOR**

**“CONTRACT SERVICES FOR  
STUDENT’S MESS AND CANTEEN AT  
CIPET: CSTS, JAIPUR”**

**TENDER NO: CIPET/CSTS/JPR/S-MESS/2021/01**

**LAST DATE FOR SUBMISSION OF ONLINE BID 19.07.2021- 11:00 AM**

**CIPET: CSTS, JAIPUR**

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

**SP-1298, Sitapura Industrial Area, Phase III, Tonk Road,**

**Jaipur - 302022 Phone: (0141) 2770264-66**

**Email: [jaipur@cipet.gov.in](mailto:jaipur@cipet.gov.in), [cipetjaipur@gmail.com](mailto:cipetjaipur@gmail.com)**

**Websites: [www.cipet.gov.in](http://www.cipet.gov.in)**

## TABLE OF CONTENTS

1. IMPORTANT INFORMATION .....	3
2. NOTICE INVITING TENDER .....	4-5
3. ABOUT THE INSTITUTE .....	6
4. SCOPE OF WORKS FOR CANTEEN CONTRACTOR .....	7
5. ELIGIBILITY CONDITIONS .....	8-9
6. GUIDELINES FOR PARTICIPATION .....	10
7. OPENING OF TECHNICAL BIDS .....	10
8. PERIOD OF CONTRACT .....	10
9. FORFEIT OF EMD .....	11
10. ELECTRICITY AND WATER CHARGES .....	11
11. STATUTORY OBLIGATIONS OF THE CONTRACTOR .....	11-12
12. OTHER OBLIGATIONS OF THE CONTRACTOR .....	12
13. LIST OF ITEMS TO BE PROVIDED BY CIPET JAIPUR .....	13
14. HOSTEL MESS MENU .....	14
15. PAYMENT .....	15
16. TERMINATION OF THE CONTRACT .....	15
17. PENALTY .....	16
18. JURISDICTION .....	17
19. CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID .....	17
20. TERMS AND CONDITIONS .....	18
21. ANNEXURE-I – (Agreement) .....	19-21
22. ANNEXURE-II (Performance Certificate) .....	22
23. ANNEXURE – III .....	23
24. ANNEXURE IV (Financial Bid) .....	24

## 1. IMPORTANT INFORMATION

Last date & time for sale of Tender document	19-07-2021 (Up to 10:00 AM)
Submission of duly filled in Tender document	On or before 19-07-2021 (Up to 11:00Hrs)
Date & Time of Opening of Technical Bids	19-07-2021 (12:00 Hrs)
Date & Time of Opening of Financial Bids	Intimation will be given to the Technically qualified bidders only.
Venue for Opening of Technical & Financial Bids	CIPET: CSTS, Jaipur SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022
Tender Fee	Rs. 1,000 + 18% GST = Rs. 1,180
EMD	Rs. 2,00,000/- (Rupees Two Lakhs Only)
Pre-Bid Meet	15.07.2021 – 02:00 PM

## 2. NOTICE FOR INVITING TENDER

CIPET: CSTS, Jaipur invites online tender in two bid system (Technical Bid and Financial Bid) "Contract for Student's Mess and Canteen Services at CIPET: CSTS, Jaipur". The tender forms can be obtained from Administration Department against Demand Draft of Rs.1,000 + GST 18% = Rs. 1,180 (Non-refundable) from 10:00 AM to 4:00 PM on all working days. The tender Documents duly completed in all respects have to be submitted along with EMD of Rs.2,00,000/- (Two Lakhs only) in the form of Demand Draft (DD). Earnest Money Deposit (EMD) will be refunded without interest to the unsuccessful bidder on or before 45 days after award of contract. Last date & time for sale of Tender documents is 19-07-2021 (Up to 10:00 AM). Submission of duly filled in Tender document is on or before 19-07-2021 (Up to 11:00 AM).

Interested and eligible bidders may view and download detailed tender documents from CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in). **Online Bids must be submitted through the portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET).** However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Director & Head, SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, Jaipur-302 022 **on or before 19.07.2021 @ 11:00 Hrs.**

The Tender Fee and EMD will be accepted in the form of Demand Draft drawn through any Indian Nationalized Bank favoring "CIPET Jaipur" payable at Jaipur and shall be submitted at CIPET Jaipur as specified on or before **19.07.2021 up to 11:00 Hrs.** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

### **Salient information about the E-Tender:**

1. **Mode of submission: ONLINE Only.**
2. **Availability of Tender Documents:** All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in). The registered vendors can download the tender document from this websites.
3. **Who can participate for this e-Tender:** The registered vendors of CIPET through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) can only participate in this tender process.
4. **How to register by a vendor:**
  - (a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by **Online Payment of Rs. 1500/- + 18% GST (As Applicable) to M/S KEONICS LTD.** On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.
  - (b) **Processing Fees is Rs. 4,300/- + 18% GST Payable Online separately to M/S KEONICS LTD.**
  - (c) **Tender Documents Fees of (Rs. 1,000 + 18% GST) (Non-Refundable)** is Payable to CIPET, Jaipur in the form of Demand Draft from through any Nationalized Bank not drawn before the Date of

Releasing of NIT.

5. **Is there any device requirement for participation in e-Tender: Yes**, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act2000, it is necessary for each user to have a Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].
6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Mobile No. / E-mail	Remarks
Local Representative of KEONICS Mr. Deepak Jangid	Mobile : 9680005669/ 8800991840 E-mail: <a href="mailto:twhelpdesk639@gmail.com">twhelpdesk639@gmail.com</a> Deepak.j@etenderwizard.com	For, Vendor Registration/ DSC/ any other issue regarding E-Tender Process, Please Contact KEONICS as per the details given in the previous columns.
KEONICS'S Helpdesk	Tel. No. : +91 80- 22272203, +9180- 40482000 E-mail: <a href="mailto:cipethelpdesk@gmail.com">cipethelpdesk@gmail.com</a>	

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.
10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda/Corrigendum (if any) with regard to the e- Tender for which no separate paper advertisement will be published.

Director & Head, CIPET: CSTS, Jaipur reserves rights to accept or reject any/all tenders without assigning any reason/s thereof.

### 3. ABOUT THE INSTITUTE

#### OVERVIEW

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

#### A PREMIER GOVT. OF INDIA INSTITUTE FOR HIGHER & TECHNICAL EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY

Post-independence, it became a matter of concern that Plastic Engineering & Technology was a growing science and yet there was not enough human resource to meet the demand. Imperative need was felt to establish CIPET -- the unique institute of its kind in the country and even today the institute holds a premier position. The primary objective of CIPET has been contributing towards the growth of the plastics industry through a combined program of education and research. The Institute has evolved through the years, creating closer ties with industries with the intent to create innovative plastic based solutions which are resource efficient and marketable. This has led to an exponential growth with activities and programs focusing on:

Academics

Research

Technology Support

Skill Training

#### 4. SCOPE OF WORK FOR CANTEEN CONTRACTOR

CIPET: CSTS, Jaipur campus comprises of CAD/CAM, Tool Room, Processing, Testing departments, an Administrative Block, 02 Boys Hostel, 01 Girls Hostel and approx minimum 50 – maximum 400 students. In addition, the institute conducts various residential Long Term Courses (LTC) & Short Term Courses (STC). The Canteen also serves tea/coffee/cold drinks, snacks, high tea, breakfast, lunch, dinner etc. The payment for all the students will be made as per attendance of the students.

The Student's Mess & Canteen is managed by a Canteen committee. For the smooth functioning of both the units, the institute wishes to outsource the mess catering facility for Student's Mess and Canteen.

Particulars	Student's Mess	Student's Canteen
Location	02 No's Boys Hostel and 01 No Girls Hostel	1 No (common) in Academic Building
Items to be provided	Breakfast, Lunch, Evening Snacks & Dinner	Snacks & others
Payment	CIPET Jaipur	Directly from Students
Payment Type	Monthly	As per items/MRP

The prime requirement of cleanliness, safety, health and hygienic conditions will be maintained in and around the mess/kitchen and it will be the responsibility of the contractor for 03 locations (02 Boys Hostel & 01 Girls Hostel - Kitchen & Dining area).

Committee/Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor. The successful contractor has to maintain the premises including kitchen and surrounding areas of the hostel mess in hygienic condition.

## 5. ELIGIBILITY CONDITIONS

### **BASIC ELIGIBILITY**

- (a) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of 05 years as on 30.06.2021.
- (b) Experience of having successfully run the catering services during the last five years ending 30.06.2021 as per following:
- ❖ 3 similar completed work orders each having not less than Rs. 30 lakhs Per Annum. OR
  - ❖ 2 similar completed work orders each having not less than Rs. 40 lakhs Per Annum. OR
  - ❖ 1 similar completed work order value more than Rs. 50 lakhs Per Annum.

### **CONTRACTOR SHOULD MEET ANY ONE OF THE ABOVE CRITERIA FOR ELIGIBILITY PURPOSE.**

**\*Similar nature of work means the running of the Canteens/mess in institutions/ autonomous organizations/MNC/State & Central Government Colleges and offices.**



**(c) Financial Turn-Over (Gross)**

The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2018-19, 2019-20 and 2020-21 duly certified by Chartered Accountant should not be less than **30 Lakhs per year**.

**(d) Security Deposit**

The bidder has to submit Security Deposit of Rs. 05 lakhs on award of contract. The same shall be returned interest free on completion of the contract.

**(e) Performance Certification**

The bidders' performance, as per format at Annexure-II for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization on their letter head with sign and stamp.

**(f) Other Terms & Conditions**

- The Tenderer should be registered with the Competent Authority and should have valid **Food License**. The tenderer shall have well established **office at Jaipur city**. **ONLY THOSE FIRMS WILL BE CONSIDERED WHO ARE HAVING ESTABLISHED OFFICE IN JAIPUR CITY FOR LAST 03 YEARS. ADDRESS PROOF SHOULD BE ISSUED BY GOVERNMENT OF RAJASTHAN.**
  - The Tenderer should not have been **blacklisted** by any Govt. Deptt./Semi-Govt./Deptt. or any other organization and submit the undertaking for the same on letter head.
  - The Tenderer should be registered with the Competent Authority and should have PAN number, GST and the employees should be registered with PF & ESI department.
  - Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
  - Tender is liable to be rejected without Tender Fee & EMD.
  - In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
- (g) Tenders received of incomplete nature or without proper documents, including demand draft, will be rejected.

## 6. GUIDELINES FOR PARTICIPATION

### **THE BIDS ARE TO BE SUBMITTED IN TWO PARTS**

- ❖ Sealed Technical Bid, along with a Demand Draft for Rs.2,00,000/- (Rupees Two Lakhs only) and Tender Fees of Rs. 1180, drawn in favor of "CIPET Jaipur payable at Jaipur" towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed as "**TECHNICAL BID**" for CONTRACT FOR STUDENT'S MESS & CANTEEN at CIPET: CSTS, Jaipur.
- ❖ Financial Bid should be submitted online only.
- ❖ The tender document should be addressed to the Director & Head, SP -1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur – 302022 and should reach latest by 11:00 Hours – 19.07.2021. Tenders received after due date & time will not be accepted.

## 7. OPENING OF TECHNICAL BIDS

- ❖ The Technical Bids will be opened on **19.07.2021 at 12:00 Hrs** in Admin Block at CIPET: CSTS, Jaipur in the presence of bidders who wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
- ❖ The Financial Bids will be opened of the technically qualified bidders only. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The intimation will be given to technically qualified bidders only for opening of financial bids.
- ❖ EMD of the unsuccessful bidders will be returned, without interest, on or before 45 days from the date of award of contract to the successful bidder.

## 8. PERIOD OF CONTRACT

- ❖ The contract for Canteen Services shall remain valid initially for a period of One year. However, in order to evaluate the performance and services of the Contractor, the contract will be engaged on trail period of 03 months. The contract for the remaining 09 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the trial period.
- ❖ The one-year contract period is subject to renewal by the Institute on satisfactory performance and as per tender terms and conditions. This contract period will be valid for a maximum period of 03 years only renewable on yearly basis.

## 9. FORFEIT OF EMD

1. EMD of the successful bidder shall be liable to be forfeited, if the contractor does not fulfill any of the following conditions:
  - ❖ An agreement is not signed in the prescribed form within 30 days of the receipt of the Letter of Award of the Contract.
  - ❖ The Contractor does not commence canteen services as per the Letter of Intent (LOI).
2. If the successful bidder withdraws or alters the terms of the tender, In such case, the Earnest Money Deposit (EMD) shall be forfeited.

## 10. ELECTRICITY AND WATER CHARGES

- ❖ The Contractor will be required to pay to the Institute electricity & water charges **as per the actual reading and as per the rates fixed by Electricity Department, Govt. of Rajasthan + applicable taxes.**

## 11. STATUTORY OBLIGATIONS OF THE CONTRACTOR

- ❖ The Contractor shall be responsible for engaging adequate number of trained manpower required for providing proper canteen services at CIPET: CSTS, Jaipur campus. The deployed manpower within the **age group of 20-40 years**. The employees should be comprehensively insured for accidents and injuries at his own cost.
- ❖ The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- ❖ The Contractor will, prior to the commencement of the operation of contract, will make available to CIPET the particulars of all the employees who will be deployed at the Institute's premises for running the hostel mess and canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
- ❖ The Contractor shall be responsible for statutory obligations and its compliances.
- ❖ The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any illegal activity.
- ❖ Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- ❖ In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover

such amount from the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.

- ❖ The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surroundings, etc.
- ❖ The Contractor shall at all times keep indemnified the principal employer, namely, Central Institute of Petrochemicals Engineering and Technology, Head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the contractor at his/her own cost take initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- ❖ The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide 02 sets of Uniforms and 01 pair of shoes to his employees and shall ensure that they wear them at all times and maintain them properly. Moreover, they shall not participate in any strike or protest in any form.
- ❖ The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by CIPET: CSTS, Jaipur's authority. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
- ❖ The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- ❖ The Contractor shall keep the Hostel kitchen, Dining hall and Canteen and its surrounding areas clean and up to date and maintain sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. CIPET: CSTS, Jaipur management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
- ❖ The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the Hostel/canteen. Any deficiencies pointed out by such officers/officials during their visits shall be properly attended by the Contractor.
- ❖ The Contractor shall get the prices of all items approved by the Institute which are to be supplied in the Students's Canteen and no changes, what- so-ever shall be made without prior written approval of the Institute.

## 12. OTHER OBLIGATIONS OF THE CONTRACTOR

- ❖ The Contractor will use only branded raw materials for preparation of items. The permissible brands of various items are given in Annexure-III.
- ❖ The Institute will provide to the Contractor space for storing raw material, for cooking, sitting and serving space, etc. In addition, electricity and water will be provided on chargeable basis as per consumption. The Institute shall also provide tables and chairs in the

serving area. Apart from the above, the bidder has to make his own arrangement like utensils, kitchen equipments and others. In addition, the institute will also provide the following items to the Mess Contractor:

Sr. No.	Item Name	Dr APJ Abdul Kalam Hostel	C V Raman Hostel	Kalpana Chawla Hostel	Total
1	Banberry Counter	02	01	01	04
2	Aata Mixing Machine	01	0	0	01
3	Big Bhagona	09	0	03	12
4	Small Bhagona	03	0	01	04
5	Roti Bhatti Tawa	01	0	0	01
6	Badi Kadai	02	0	01	03
7	Fridge	01	0	0	01
8	Deep Fridge	0	0	01	01
9	Gravy Machine	01	0	0	01
10	Big Bhatti	02	0	01	03
11	Dish Wash Table	01	0	01	02
12	Water Cooler	01	01	01	03
13	Dining Hall Table	23	08	07	38
14	Dining Hall Bench	44	16	14	74

- ❖ Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, and equipment's provided by the Institute is damaged. Any damages done to the same or any other property will have to be repaired/replaced by the Contractor, failing which the same will be got done by CIPET: CSTS, Jaipur at the contractor's risk and cost. In this regard, the decision of the designated officer of CIPET: CSTS, Jaipur shall be final and binding on the Contractor.
- ❖ All work shall be carried out with due regard to the convenience of CIPET: CSTS, Jaipur. The orders of the concerned authority shall be followed by the contractor.
- ❖ The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of CIPET: CSTS, Jaipur.
- ❖ The Contractor should be in a position to cater to the tastes of the North Indian in addition to serving South Indian dishes and others.
- ❖ The Contractor will have to supply breakfast/lunch/Evening Snacks/dinner (all days in a week) in the hostel premises as per requirement.
- ❖ The Contractor shall install electronic fly – kill / insect repellent equipment, emergency lighting /gas and fuel supply at his own cost.
- ❖ Storing/supply/sale and consumption of drugs, alcoholic drinks, Pan-masala, Guthka, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Hostel & Canteen.
- ❖ The Contractor is advised to maintain the highest quality of food at the minimum possible prices so as to attract the maximum number of students/hostellers to avail canteen/mess services.
- ❖ The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with Central Institute of Petrochemicals Engineering and Technology (CIPET). CIPET shall have no obligation to

control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against CIPET for employment or regularization of their services by virtue of being employed by the Canteen Contractor.

- ❖ The Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- ❖ The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as required in the canteen. The contractor will serve food in 03 Hostels ( 02 No's Boys Hostel & 01 No Girls Hostel).
- ❖ The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been engaged for.
- ❖ The Hostel mess menu is as follows.

**The Mess Contractor has to provide food on full stomach basis to all students.**

Day	Breakfast	Lunch	Evening Snacks	Dinner
<b>Monday</b>	Poha Tea/Milk	Aalu Gobi, Moong Dal, Chapati, Chawal Aachar	Tea & Samosa	Sev Tamatar, Lobia Dal, Chapati Chawal, Aachar
<b>Tuesday</b>	Idli Sambhar Chutney Tea/Milk	Mix Veg, Rajma, Jeera Chawal, Chapati, Aachar	Tea, Biscuits, Bhelpuri	Loki Chana, Chole, Chapati, Chawal, Aachar
<b>Wednesday</b>	Veg Sevya, Tea/Milk	Veg Kofta, Mutter Pulao, Mix Dal, Chapati, Aachar	Tea & Biscuits	Aalo Mutter, Dal Makhani, Chapati, Chawal, Aachar
<b>Thursday</b>	Veg Dalia, Kela, Tea/Milk	Kadi Pakoda, Jeera Aalu, Plain Rice, Chapati, Papad	Tea, Biscuit, Pasta	Sooya Badi Mutter, Dal Tadka, Chapati, Chawal, Aachar
<b>Friday</b>	Aalu Sandwich, Sauce, Tea/Milk	Veg Korma, Dal Maharani, Chawal, Chapati, Aachar	Tea, Biscuit, Papdi Aalu Chat	Veg Kofta, Arhar Dal, Chapati, Chawal, Aachar
<b>Saturday</b>	Puri Bhaji, Tea/ Milk	Aalu Palak, Dal Fry, Chawal, Chapati, Aachar	Tea, Biscuit, Chowmein	Gatta Kadi, Moong Chana Dal, Chawal, Chapati, Aachar
<b>Sunday</b>	Aalu Paratha, Aachar, Tea	Chole Bhature, Lemon Rice, Lehsun Chatni, Salad	Tea, Biscuit	Mutter Paneer, Dal Tadka, Veg Biryani, Chapati, Sooji Halwa

### 13. PAYMENT

- ❖ The payment in respect of hospitality bills of the Institute submitted by the Contractor shall be released subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of CIPET will not be processed. TDS/TCS, as applicable at the prevailing rates, will be deducted at source. In the event, if there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not claim for any kind of interest.
- ❖ All payments and receipts would be rounded off, i.e., 50 paise or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

### 14. TERMINATION OF THE CONTRACT

- ❖ The Contract can be terminated by CIPET: CSTS, Jaipur with a short notice i.e. 15 days and contractor should give minimum period of 02 months' notice.
- ❖ However, CIPET reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. CIPET's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- ❖ On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by CIPET: CSTS, Jaipur, in good working condition, back to CIPET. Failing which, the entire cost of the same will be recovered from Security Deposit.
- ❖ If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the trial period of three months from the date of taking over charge of the canteen services, CIPET: CSTS, Jaipur reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

## 15. PENALTY

- ❖ Failure to supply food in terms of quality, quantity and as per the menu will attract penalty. For not adhering to contractual conditions, Staff Canteen Co-ordinator / Warden with the consultation of CIPET: CSTS, Jaipur's management shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.
- ❖ 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. 1,000/- for each occasion will be imposed.
- ❖ Items like Aji-no-moto, Baking soda, coloring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 1,000/- for each occasion will be imposed.
- ❖ Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1,000/- for each occasion will be imposed.
- ❖ For damages caused by the contractor to the items supplied by the CIPET Jaipur, the cost of the equipment will be recovered or same equipment to be provided by the contractor.
- ❖ Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- ❖ Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1,000/- per complaint.
- ❖ Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs.1,000/- to Rs.2,500/- depending on the size of the stone/ pebble per complaint.
- ❖ Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1,000/- on the contractor.
- ❖ If staff canteen/mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1,000/- would be imposed on the contractor.
- ❖ Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1,000/- on contractor for every instance.
- ❖ 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 mess committee with consent of the wardens.
- ❖ Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine in cash and/or termination of the Contract.
- ❖ Management Committee will impose any of the penalties. The decision of the CIPET: CSTS, Jaipur Management shall be final in all matters.



## 16. JURISDICTION

- ❖ Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by arbitration system. Thereafter only, legal course under jurisdiction of Jaipur courts only will be used as medium to settle the dispute. The language of communication will be english only.

## 17. CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft of Rs.2,00,000/- towards EMD.
2. Demand Draft of Rs.1,180, towards Tender Fee.
3. Chartered Accountant Turnover certificate for the last three years.
4. PF, ESIC, Labour License, PAN & GST and Food Licence copies.
5. Address proof of having established office in Jaipur city for the last 03 years. Address proof to be issued by Government of Rajasthan.
6. Performance certificates of last 03 years.
7. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender document.
8. Documentary evidence in support of the following:
  - ❖ Number of years of experience in running canteens in educational institute/offices/organizations/hospitals/places of public utility/institutions along with number of persons availing the services offered by the contractor.
  - ❖ List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.

## 18. TERMS AND CONDITIONS

- ❖ Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender documents will be rejected.
- ❖ Before submitting the tender, details of documents to be attached may be verified from the check list given.
- ❖ The Tenderer must write his name & complete postal address with telephone number of the bidding firm on the reverse side of the Demand Draft (DD).
- ❖ All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- ❖ CIPET: CSTS, Jaipur reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot firsthand information regarding the quality and quantity of food and services provided by the Tenderer. Decision of CIPET: CSTS, Jaipur with regard to award of the contract will depend upon the feedback received by it from the previous/present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders. The contractor has to compulsorily provide hot and fresh food to students.
- ❖ Tender shall be submitted in CIPET's official tender form only. If submitted in any other manner, the same shall be summarily rejected.
- ❖ The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction & insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein; otherwise the Tender is liable to be rejected.
- ❖ The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
- ❖ Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
- ❖ The Institute reserves the right to reject any or all the tenders without assigning any reason.
- ❖ The Institute reserves the right to change any condition of the tender before opening of the Technical Bids. The same shall be intimated to the bidders.
- ❖ The successful bidder will have to enter into an agreement with the Institute (as per draft agreement given in Annexure-I before taking charge of the Mess & Canteen and before the commencement of the Hostel/ Canteen work.
- ❖ Canvassing in any form will make the tender liable for rejection.

**ANNEXURE-I****DRAFT OF THE AGREEMENT  
TO BE JOINTLY SIGNED BY CIPET JAIPUR AND THE CONTRACTOR  
FOR RUNNING MESS/CANTEEN AT CIPET: CSTS, JAIPUR PREMISES**

*(To be signed on a Stamp Paper of Rs. 500/- to be purchased by the Contractor)*

**AGREEMENT**

This Agreement made this day \_\_\_\_\_ between the Central Institute of Petrochemicals Engineering and Technology, SP-1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022 (hereinafter called the Institute) of one part and Shri/Mrs./Ms. \_\_\_\_\_ of M/s. \_\_\_\_\_ of the other part (hereinafter called the caterer) and whereas the Institute needs a caterer to run Mess/Canteen for supply of Tea, Coffee, Cold drinks, Juice, Biscuits, Snacks, High-Tea, Break-Fast, Lunch and Dinner, etc. on all days mentioned in the Tender Document invited by the Institute for the Students of the Institute. The Contract (not being a lease) is awarded to the caterer to prepare and serve the aforesaid items to the Institute's Students in the Canteen and in the hostels. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises of the Central Institute of Petrochemicals Engineering and Technology, Jaipur, initially for a period of One year on the terms & conditions contained in the Tender document, Institute's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions.
2. That the items served by the Caterer shall be wholesome and hygienically prepared in the clean atmosphere. The authorized nominees of CIPET: CSTS, Jaipur may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract will be terminated without giving any notice.

3. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the caterer shall charge the existing rates.
4. The caterer shall use either Amul Milk Scheme or other branded milk. In case, he is unable to maintain supplies of Amul Milk Scheme or other Dairy for any reasons, he should arrange to procure from other sources supplying good quality milk.
5. The caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services.
6. The caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Jaipur or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities.
7. In the event of JMC, Health Department or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
8. The caterer has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's Staff, Students, Visitors and Guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
9. Any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.
10. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer does not fulfill any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer 15 days' notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.

11. The caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated on the death or insolvency of the caterer before the expiry of the period of this contract.
12. The Institute shall provide to the caterer tables with inbuilt sitting. He shall be responsible for their maintenance.
13. The caterer shall provide all equipments and kitchen items for smooth running of the Student's Mess and Canteen like crockery, cutlery, table linen, livery and these shall be of good quality and standard.
14. The caterer shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The operational expenses will be borne by the caterer himself. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment's.
15. The caterer shall also be responsible for the upkeep of equipment's provided by the Institute. In case of any damage to the furniture and equipment's by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.
16. All the furniture/fixtures, including electrical installation of the Canteen kitchen/dining hall shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees. The repairs cost of the items done by CIPET: CSTS, Jaipur will have to be borne by the Contractor.
17. The Caterer shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.

In witness whereof the parties have put their hands to this agreement on \_\_\_\_\_

Signed and delivered by: Countersigned:

**Contractor's Signature**

**Director & Head with Seal  
CIPET: CSTS, Jaipur**

Witness:

1. Signature:  
Name & Address:
2. Signature:  
Name & Address:

**ANNEXURE-II****PERFORMANCE CERTIFICATE**

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

1. Name of the contract and location:
2. Agreement No:
  - a. Scope of Contract:
  - b. Contract Cost:
  - c. Date of start:
  - d. Period:
  - e. Amount of compensation levied, if any:
  - f. Performance Report
    - Quality of Food - Excellent/Very Good/Good/Fair:
    - Resourcefulness - Excellent/Very Good/Good/Fair:
  - g. Compliance of all statutory requirements- Yes / No:

(Signature of the Authority with Name)

(Seal of the Organization)

Date:

## ANNEXURE - III

PERMISSIBLE BRANDS OF CONSUMABLES ITEM	BRAND
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Fortune
Pickle	Mother's or Nilon's or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Britannia/Harvest/Saras
Jam	Kissan, Tops.
Milk	Toned milk of Mother Dairy, Amul Milk Scheme
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata, Taj Mahal
Coffee	Nescafe/Bru
Biscuits	Britannia, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Aquafina
Besan, Dal	Rajdhani/Standard brand
Rice	India Gate, Daawat & Others
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Sweet	Bikaner, Haldiram

Signature of Contractor with Seal

**ANNEXURE IV****FINANCIAL BIDS HAVE TO BE SUBMITTED ONLINE ONLY**

The payment for Long Term Course (LTC) & Short Term Course (STC) students will be made as per Biometric Attendance on per day rate basis. The number of students will vary and the payment will be made as per the actual number of students. If any LTC student goes on leave with prior intimation i.e. 02 days in advance, atleast for 05 days. The bill of the respective student will be paid on proportionate basis of the monthly billing amount + GST.

**The institute reserves the right of not awarding the contract to firms who have already served as mess contractor with our institute and whose service and quality of food was not acceptable to the students.**

Signature of the Tenderer with Seal & Signature