



## **E-TENDER NOTICE FOR RUNNING HOSTEL MESS**

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY (CIPET)  
: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS) AMRITSAR  
(Ministry of Chemicals & Fertilizers, Govt. of India)  
P.O Rayon & Silk Mills, Amritsar-143105 (Punjab)  
Phone No.: 0183-2258938,2256602  
Email: [amritsar@cipet.gov.in](mailto:amritsar@cipet.gov.in), [cipetadmnasr@gmail.com](mailto:cipetadmnasr@gmail.com)

Last Date & Time for Closing of Tender: **10.10.2022**

**PRICE OF THE TENDER DOCUMENT Rs. 590/- PER SET (NON-REFUNDABLE)**

Tender Notification No : **CIPET: CSTS/ASR/ HOSTEL MESS \_STUDENT /22-23/01**

Tender Notification Date : 15.09.2022

Nature of work : Running of Hostel Mess for Approx. 50 -100 Nos of Students

EMD Amount : Rs. 20,000/- Only (Rupee Twenty Thousand only)

Period for contract : Initially for a period of 01 Year that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents.

Last Date of submission of Tender : **10.10.2022**

Date of Opening of Technical Bid : **11.10.2022, 15:30 PM**

Date of Opening of Commercial Bid : **11.10.2022, 16:30 PM**

Address for the submission : The Director & Head  
CIPET: CSTS,P.O Rayon & Silk Mills,  
Amritsar -143105 (Punjab)

Scope of Work : The contract is essentially for providing following Mess services to the residents of hostel. The scope of work, covered by the contract, is broadly but not extensively described as given below:

a) Cooking and serving meals- Breakfast (Morning), Lunch, Evening Tea/Snacks and Dinner. b) Procurement of raw material as per specification given in Part- IV. c) Managing and control of stocks and inventories; d) Coupon sales. Residents may use these coupons to get 'extra' items not included in the basic menu of the mess; e) Cleaning of utensils, kitchen and serving items; f) Cleaning of cooking, dining and auxiliary areas which includes 2 No's of toilet and nearby area also; g) Security of the equipment, utensils and other items in the mess; h) Maintenance of the equipment in the kitchen and dining areas; i) Maintenance of books, ledgers, other records and documents related to running of the mess; j) Deployment and supervision of required manpower for the above mentioned job.

**Short E-Tender Notice for Providing Hostel Mess Facility at CIPET:CSTS, Amritsar****SPECIFIC INSTRUCTIONS TO BIDDERS FOR E-TENDER PARTICIPATION**

1. Submission of Online Bids is mandatory.
2. The CIPET: CSTS, Amritsar has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
3. Bidders should have valid Class 3 Digital Signature Certificate. For integrity of data and its Authenticity/non-a repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].
4. The prospective bidders have to register with the E-tender system of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). On completion of the registration process, the bidders will be provided user ID and password. In order to submit the bids electronically bidders are required to have a valid class 3 Digital signature).
5. Post receipt of User ID & Password, Bidders can log on for downloading & uploading tender document.
6. The tenderers shall submit Tender Fee & Earnest Money Deposit in physical form on or before last date of closing of tender.
7. Tenderer may download the tender documents from the website [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in).
8. The submission of tender online can only be done thru' [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET).
9. **Tenderers shall ensure that their tenders complete in all respects, are submitted online through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) . No DEVIATION is acceptable.**
11. It is advised that all the documents to be submitted are kept scanned and converted to PDF format in a separate folder on your computer before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
12. While uploading the documents, it should be ensured that the file name should be the name of the document itself.

**IMPORTANT NOTE:-**

- 1) EMD and signed tender document with addenda/corrigenda (if any) should be deposited in the Tender Box located at CIPET: CSTS, P.O Rayon & Silk Mills, Amritsar – 143105 (Punjab) **on or before 10.10.2022**). Submission beyond stipulated date & time would result in REJECTION of BID.

E- tenders are invited for running the Hostel mess of the CIPET: CSTS, Amritsar for 01 years in two bids: **Technical/Qualification Bid** containing, the information regarding the business, turnover, experience and other details of the firm, to judge the suitability of the Mess Contractor for the CIPET: CSTS, Amritsar hostel mess; **(2) Commercial Bid** containing the price of the items/full day menu etc.

1. The Technical/Qualification Bids & Commercial Bid will be opened on **11.10.2022 at 15.30 P.M & 16.30 P.M** respectively in the presence of tenderers or their authorized representative(s). The authorized representatives of CIPET:CSTS, Amritsar may also do a spot visit of the establishments of the caterers to assess their suitability as part of the Technical/Qualification Bid. The Commercial Bids of only those who are found suitable by the Committee appointed for the purpose will be opened on a date/time to be decided later on and communicated to such eligible bidders.
2. The tenders supported by earnest money deposit of **Rs. 20,000.00 (Rupees Twenty Thousand Only)** through a demand draft/banker's cheque valid for a period of three months shall be submitted by the Tenderer, issued by any Scheduled Bank, drawn in favour of "CIPET, Amritsar". The tenders with earnest money should be received by CIPET :CSTS, Amritsar, on or before **10.10.2022**.
3. Tenders should be addressed to **The Director & Head, CIPET: CSTS, P.O Rayon & Silk Mills, Amritsar, Punjab (143105)** and super scribed "**E-Tender Notice for Running Hostel Mess at CIPET: CSTS, Amritsar**".
4. The Director & Head, CIPET: CSTS, Amritsar, reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof. For eligibility criteria, qualifications, price, bid evaluation criteria and other information etc., interested agency(s)/ Firms(s) may visit CIPET Website at <http://www.cipet.gov.in>.
5. The successful tenderer who will be awarded the contract shall have to make a **Performance Security of Rs. 50,000.00 (Rupees Fifty Thousand Only) with CIPET, Amritsar** upon award of contract, valid upto 90 days beyond the date of all contractual obligations.

The tenderer should quote the rate and amount in figures as well as in words as tendered by them for each items

6. The tender is not transferable under any circumstances at any stage.

7. Telegraphic, conditional or incomplete tender forms/bids shall be summarily rejected. Canvassing or influence of any kind, direct or indirect, shall lead to disqualification of the tenderer.
8. Bids in any form other than the prescribed form issued by CIPET: CSTS, Amritsar or incomplete bidswill not be entertained and will be summarily rejected.
9. The tenderer whom the contract is awarded shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs. 100/-** in the enclosed form at his own cost. On acceptance of the tender by the CIPET:CSTS, Amritsar it will constitute a binding agreement between the CIPET: CSTS, Amritsar and the person so tendering whether such formal contract is or is not subsequently entered into within 10 days of the date of AWARD of contract. Failure to comply with the above conditions will lead to thecancellation of the contract and forfeiture of his earnest money. In the event of any tenderer backingout before the actual award or execution of agreement, the contract being awarded to him, the Director & Head, CIPET: CSTS, Amritsar will have discretion to forfeit the Earnest Money in full.
10. Bidder should sign and stamp all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.

**DIRECTOR & HEAD**

**Technical Qualification Bid (Page No. 3-4)****PROFILE OF THE TENDERER****PART 1**

Sl. No	Particular	
A.	Should have minimum 3 years' experience and technical expertise in undertakings similar works with minimum annual turnover of Rs. 15 lacs, exclusively in Catering services, preferably at large institutional establishments.	Informative and for Strict Compliance
B.	Should have/obtained before commencement of the work the requisite licenses, approvals, certificates from all statutory authorities viz. Municipal./Income Tax/Sales Tax/GST/Commercial Tax Depts. valid for the entire duration of the above work.	Informative and for Strict Compliance
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax, GST etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.	Informative and for Strict Compliance
1.	Name of the applicant/ Firm :	
2.	Registered Office :	
3.	Year of establishment:	
4.	Type of Organization: (whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5.	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number	
6.	Food License Number	
7.	PAN Card & TIN Number (Tax return of last Three Financial Year) [Photocopy to be attached]	
8.	GST Regn. No.: [Photocopy to be attached]	
9.	Number of persons employed: Permanent.....Temporary.....	
10.	Whether 24x7 service and support will be available	
11.	Do you have an office at Punjab? If so, Please provide the Address and Telephone No.	

Place/Date:

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

**DETAILS OF PREVIOUS CONTRACTS****PART 2**

<b>Period of Contract</b> <b>From      To</b>		<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

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

<b>Period of Contract</b> <b>From      To</b>		<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

Place:

Date:

**SIGNATURE OF THE TENDERER**

## **PART 3**

### **Undertaking**

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

Name & Signature of the Contractor

or its Authorized signatory

with seal of the Agency/Company



**CONDITION 2 . Award of mess operation contract:**

- i. The institute will award the Hostel mess contract as per the following procedures.
  - a) The bidders qualifying the Technical Evaluation Criteria (Part 1, 2 & 3) will be called for opening the price bid.
  - b) The price for food at Hostel Mess will be decided on the basis of quoted price of qualified bidders in **Technical Evaluation** in their presence along with Hostel Mess Tender Opening Committee.
  - c) The merit list of successful bidders depending upon technical & financial bids will be declared and mess will be awarded to L-1
- ii. Notwithstanding the above, the institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract. Also, institute reserves the right to select or reject any bid without assigning any reason thereof.
- iii. The bidders whose bid is accepted will be notified for the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
- iv. Bidder has to submit the proof of applying the labour license within 10 days of issue of work order form Purchase / Admin Department.
- vi. Submitted tender should be valid for three months from the tender due date.
- vii. All disputes shall be subject to Amritsar Jurisdiction only.

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

**MENU FOR HOSTEL MESS****(a) DAILY MESS RATE: Rates Quoted**

Sl. No	Day	Breakfast	Lunch	Evening Snacks	Dinner
1.	Monday	Stuffed Aloo Pratha With Curd/ Green Chatni + Tea	Roti , Rice, Dal, One Seasonal VegCurry, One Seasonal Dry Veg Item	Marie Gold Biscuits + Tea	Roti, Rice, Dal, One Seasonal Veg Curry, One Seasonal Dry Veg Item + <b>Banana</b>
2.	Tuesday	Puri with Seasonal Vegetable Curry + Tea	Roti Veg Biryani +Raita+ One Seasonal Dry Veg Item	Samosa + Tea	Puri, Chola, <b>Kheer</b>
3.	Wednesday	Plain Partha with Seasonal Vegetable Dry + Tea	Roti , Rice, Dal, One Seasonal VegCurry, One Seasonal Dry Veg Item	Marie Gold Biscuits + Tea	Roti, Rice, Egg Curry (2), One Seasonal Veg Curry
4.	Thursday	Stuffed onion Partha with curd/ Green Chatni + Tea	Roti, Rice, Rajma, One Seasonal Dry Veg Item	Aloo chop + Tea	Roti, Rice, Dal, One Seasonal Veg Curry, One Seasonal Dry Veg Item + <b>Banana</b>
5.	Friday	Stuff Gobi Pratha with Curd/ Green Chatni + Tea	Roti, Rice, Dal, OneSeasonal Veg Curry, One Seasonal Dry Veg Item	Marie Gold Biscuits + Tea	Roti, Rice, <b>Chicken Curry(100gm)</b> , Paneer Masala + Dal
6.	Saturday	Plain Pratha with Seasonal Vegetable Dry Shabji + Tea	Roti, Rice, Dal, OneSeasonal Veg Curry, One Seasonal Dry Veg Item	Gobi Pakoda + Tea	Roti, Rice, Dal, One Seasonal Veg Curry, One Seasonal Dry Veg Item
7.	Sunday	Puri+ Seasonal Vegetable Curry +Tea	Roti + Veg Biryani + Raita+ One Seasonal Dry VegItem	Marie Gold Biscuits + Tea	Roti, Rice, <b>Egg Curry (2)</b> , One Seasonal Veg Curry

1. Green Salad, Papad, Pickle will be part of Lunch and Dinner
2. Against any Non-Veg Item, Paneer/ Mushroom items preparation to make for vegetarians.
3. Menu can be changed as per mess committee meeting decisions and market situation.
4. Sweet Dish / serving of Fruit out of banana, mango, apple, watermelon, papaya, etc. –three times in a week.
5. Season Vegetable means all type of vegetables available in particular season.

**CONDITION 3: General Terms and Conditions:**

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

1. **This mess contract period is for initially for the period of 01 year. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be renewable/ extendable yearly, in writing, for further period, upto maximum period of three years without inviting the tender.**
2. The CIPET: CSTS, Amritsar will provide necessary facilities such as, electricity, furniture. These facilities will be in the charge of the Bidder and he / she will be responsible for any **loss/damage** other than usual wear and tear. In case of any loss or damage, the bidder will have to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Wardens.
3. The maintaining safety, health and hygienic conditions in and around the mess will be the responsibility of the bidder. Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
4. The bidder is required to keep one mess manager, one cook and a helper for effective functioning and management of the mess. The age of every mess worker must be between 18 to 50 years.
5. The bidder and mess workers have to behave politely with hostel inmates.
6. Smoking and intoxication (**drug, alcohol, Gutkha, Tambaku, etc.**) is strictly prohibited in the Institute premises.
7. One-month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
8. The bidder must put complaint register at the entrance of the mess which will be checked by mess committee/ Warden on regular basis.
9. If the mess management of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then **DIRECTOR & HEAD, CIPET: CSTS, Amritsar is fully empowered to terminate the contract with a short notice of one week.** The Hostel Wardens & Canteen Committee's opinion is final so far as the food quality / mess management is concerned.
10. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of **cooked food shall not be stored / preserved after meals**, not following

warden's suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.

- 11.** Mess workers and cook should be healthy and medically fit. They are required to have a regular Medical check-up with the Institute Medical Officer/ any other doctor suggested by Warden. These expenses have to be borne by mess bidder themselves. If any mess worker is found medically unfit, he / she may not be given permission to continue his / her duties and mess bidder has to replace him / her immediately without fail.
- 12.** Bidders are required to give company uniform to the mess worker and mess supervisor / mess manager. It is to be ensured that whenever the mess workers are on duty they should be in uniform. The uniform should be cleaned / washed at least thrice in a week.
- 14.** Sample daily menu to be followed by the bidder is attached with this document. Any further change in Mess Menu will be prepared in consultation with dietician along with canteen committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
- 15.** The meals should be served at following timings:

Breakfast	--	07:30 a.m. to 08:30 a.m.
Lunch	--	12:15 p.m. to 01:45 p.m.
Evening Snacks	--	04.30 p.m to 06.00 p.m
Dinner	--	07:30 p.m. to 09:00 p.m.

The timings may be changed as and when such circumstances arise.
- 16.** Bidder shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
- 17.** The payment of the bidder will in one / two instalments of the actual mess bill within 15 days after depositing the bill.
- 18.** The payment / calculation of mess bill would be on actual days of operation of the mess. Service charge will not be paid when mess is not operated due to official breaks/ vacations during the academic year.
- 20.** Bidder shall collect the guest charges directly from the students / guests who are not registered for Meals.
- 21.** Subletting of contract is strictly not allowed which can lead to termination of the contract.
- 22.** At present this mess contract period is for FY 2022-2023 for both the semesters. If hostel inmates and hostel authority/ Canteen Committee are satisfied with the performance of the bidder, the contract period may be extended without inviting the tender.

23. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
24. The type of mess (Vegetarian / Non-Vegetarian) will be decided at the time of awarding the mess contract. However; non-vegetarian item can be prepared in vegetarian mess with the consent of hostel inmates and with prior permission of **Hostel Warden/Canteen Committee.**
25. **Then Rent of mess & Electricity charges will be Rs 6000/- P.M will be charge by CIPET, Amritsar and same will be deducted from Monthly bill.**
26. The bidder is required to maintain the details / records of all his employee's / mess workers. This information along with their photographs shall be submitted to the Hostel Warden in the prescribed format.
27. Tea / coffee / milk shall be served in evening / at night as per requirement with permission of Warden at the approved rate.
28. Liability / responsibility in case of any accident causing injury/ death to mess worker/s or any of his staff shall be of the bidder. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
29. Bidder shall be solely responsible in case of incidence(s) of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the bidder as decided by the Hostel Wardens / Canteen Committee for such incidence/s.
30. The bidder shall not employ any mess worker whose track record is not good. He / She should not have involved in any **crime / offence / police case.**
31. Quality control will be done by Canteen committee members, and that charges will be paid by hostel sections. Monitoring of quality of food, hygiene, cleanliness, etc. in the mess operation area will be carried out on weekly basis and final score will be derived by taking average of weekly Quality Score (QS). The following scale will be adopted for monitoring of quality.

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

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

32. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The bidder shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco, paan, etc. is also prohibited in hostel premises.
33. The bidder has to follow all labour laws / government laws in regard of employing the mess workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.

- 34.** The bidder shall be completely responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action as suggested by the Hostel Warden under intimation to the **Director & Head, CIPET: CSTS, Amritsar.**
- 35.** Wage to the mess workers will be disbursed by the mess bidder compulsory in the presence of hostel warden. If bidder will not give wage to the mess workers as per the Govt. labour laws, his contract may be terminated with a short notice of one week. The decision of a canteen committee / Hostel warden will be final in this matter. Bidder shall submit certificate of payment of salaries to all the mess workers in every month of mess operation.
- 36.** The bidder shall provide other prepared food items like biscuits, wafers, namkins and flavoured milk etc. in consultation with the Hostel Warden whenever such need arises on as per actual cost.
- 37.** Following deductions will be made from the bidder's mess bill:
- (a)** Gas to be arranged by bidder.
  - (b)** Income Tax / GST Tax any other tax at the rate as applicable from time to time.
- 38. The following brands of grocery items are permissible to be used.**
- Atta:** Shaktibhog/Ashirwad/Golden Khazana
- Cotton seed oil/ Sunflower/ Mustard Oil :** Fortune/sunflower/ Kachi Ghani
- All type of Masala:** Badshah/Everest/Ramdev/MDH/Kitchen King
- Bread:** Modern/Rakesh/Britannia/ Morris
- Ghee/butter:** Amul /Verka/ Mother Dairy
- Tea:** Tata Tea/Taj Mahal/ Brook Bond
- Salt:** Tata/Annapurna
- Besan:** Ramdev/ Rakesh
- Noodles:** Maggie/Top Roman / Knorr
- Rice:** Good quality /any other equivalent to this / as approved by hostel warden/ canteen committee.
- Milk / Curd:** Amul /Verka
- 39.** Mess will be closed as per the prior instructions of Hostel Warden during vacation under Intimation to competent authority.
- 40.** Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
- 41. Drainage line to be maintained/ repaired in case of blockage due to wastage of food material by the bidder at his/her own expenses.**
- 42.** Responsibility of providing Medically-Fit Mess Staff - The contractor shall ensure that all employees engaged by him are free from communicable/ infectious disease and are also medically fit to work at mess. Medical officers specified by the Mess Committee/ Chief Warden /Warden shall conduct medical examination on every 2 (two) months or as decided by the Institute. The cost of the medical

examination will be borne by the contractor. If in the opinion of the institute any of the contractor's employee(s) is found to be suffering from any such disease/condition or if any employee(s) of the contractor is found to have committed misconduct or misbehaviour, the Mess Committee/Chief Warden/ Warden shall have the right to ask the contractor to remove such employee(s) without questioning the decision of the institute. The Institute shall be entitled to restrain such employee (s) from entering into the mess premise. Thereafter, the contractor shall have to provide a substitute(s) within a reasonable time.

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

- ix. Absence of proprietor from mess council meeting (which will be held once every month) will attract a fine of Rs. 10,000/- on caterer.
  - x. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the warden.
- 47. Safety Regulations** - In respect of all labour, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable.
- 48. Fulfilment of Statutory Provisions** - The contractor shall be responsible for fulfilling the requirement for all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. Hence, non-compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract. The contractor shall maintain all records required to be maintained under statutory enactments and the Chief Warden/ Warden and his authorized representatives shall be entitled to inspect all such records at any time. No worker below the age of 18 (eighteen) years shall be employed for the mess work. The Contractor has to pay the salary to workmen in presence of Chief Warden/ Warden and/or his authorized representatives as per payment of wages act every month for immediate previous months work without waiting for clearance of his pending bills. Failing which a penalty equivalent to 5% of monthly bill value shall be imposed on contractor.
- 49. Accident or Injury to Workmen-** The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.
- 50.** For sick students, the contractor shall arrange to serve "sick diet" at their rooms. The sick diet shall be defined and provided by mess committee to the contractor.
- 51. At any circumstances the staff/employee of bidder/contractor shall not have any claim what so ever for any type of employment with CIPET: CSTS, Amritsar.**



FORM- I

**TENDER/CONDITIONS ACCEPTANCE LETTER**

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

To

The Director & Head  
CIPET: CSTS, P.O  
Rayon & Silk Mills,  
Amritsar -143105 (Punjab)

Subject: Acceptance of Terms &amp; Conditions of Tender.

Tender Reference No : .....

Tender Name: .....

Dear Sir,

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

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

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

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

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**FORM- II****CERTIFICATE OF ETHICAL PRACTICES**

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

1. I/We assure the CIPET: CSTS, Amritsar that neither I/We nor any of my /our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.

Neither 2. Neither I/We nor anybody on my /our behalf will indulge in any corrupt activities /practices in my/our dealing with the organization/institution.

3. I/We will have no conflict of interest in any of our work/contract at the institution.

4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Place:.....

Date: .....

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORM- III

**Commercial Bid****A. DAILY MESS RATE: Rates Quoted**  
**PART 1**

Sl. No.	Description	Rate in Figure	Rate in Words
1.	Rate per day-per student for breakfast *		
2.	Rate per day-per student for Lunch *		
3.	Rate per day-per student for Evening Snacks + Tea *		
4.	Rate per day-per student for Dinner *		
5.	Total cost (Per day per student) *		

\* These prices include all kind of material cost and profit margin of contractor. Applicable Tax (GST) Extra.

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