

GeM Bid No _____

Date _____



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

केंद्रीय पेट्रोसायन 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 पेट्रोसायन 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

Sl. No	Description	Details
1.	Purchaser	CIPET:CSTS, Korba
2.	Bid No	GEM /...../..... Dated:
3.	Online Tender submission of bid	On GEM Portal only.
4.	Online Tender information available at	GeM Portal & www.cipet.gov.in
5.	Service to be offered	Canteen/Mess Services at Students & Staff Canteen
6.	Estimated cost of tender	Rs.60,000,00.00/- (The figure may change depending upon the number of students)
7.	Date of Bid Publication	As per GEM
8.	Last date for participation in bid	As per GEM
9.	Date & Time of Opening of Technical Bids	As per GEM
10.	EMD	As per GEM
11.	Performance Security Deposit	As per GEM

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.

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 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:

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 Director & Head of CIPET: CSTS, Korba.

GENERAL TERMS AND CONDITIONS:

CANTEEN/MESS SERVICES AT CIPET: CSTS, KORBA

(Approximately 200 – 500 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 1000 (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 2,000 to Rs 5,000/- per month depending on water consumed per day decided by Canteen Committee, 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 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. 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.

Sl. No	Particular												
1	EMD Payment Details.												
2	Valid license copy of registration of the firm /company												
3	Valid copy of office Establishment in Chhattisgarh (Registration in Chhattisgarh-enclose copy)												
4	Valid copy Goods and Services Tax (GST) registration												
5	Valid copy Permanent Account Number (PAN)												
6	Valid copy Provident Fund (PF) registration (Registration in Chhattisgarh-enclose copy)												
7	Valid copy Employees State Insurance registration (Registration in Chhattisgarh-enclose copy)												
8	Valid copy of Food licence & FSSAI Registration												
9	Work orders issued by Govt. organisations for similar work in the recent/last 3 years (2020-21, 2021-22, 2022-23 & 2023-24).												
10	Experience Certificate: The prospective bidder should have successfully carried out catering services to Hostel Canteen Cum Mess for Minimum 100 persons/users on a normal working day in a single unit for a continuous period of Six Month during the last three years at the reputed State. Govt./Central Govt./PSU/Autonomous bodies. OR Work done/ completion certificate of similar work in the recent/last 3 years (2020-21, 2021-22, 2022-23 & 2023-24).												
11	Profit & Loss/ Income & Expenditure should be enclosed with Income Tax Returns for the following year: <table border="1"><thead><tr><th>Sl. No</th><th>Financial Year (FY)</th><th>Remark</th></tr></thead><tbody><tr><td>1</td><td>01-04-20 to 31-03-21</td><td>Income Tax Returns</td></tr><tr><td>2</td><td>01-04-21 to 31-03-22</td><td>Income Tax Returns</td></tr><tr><td>3</td><td>01-04-22 to 31-03-23</td><td>Income Tax Returns</td></tr></tbody></table>	Sl. No	Financial Year (FY)	Remark	1	01-04-20 to 31-03-21	Income Tax Returns	2	01-04-21 to 31-03-22	Income Tax Returns	3	01-04-22 to 31-03-23	Income Tax Returns
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3	01-04-22 to 31-03-23	Income Tax Returns											
12	Audited Balance sheet should be enclosed for the last three year (F.Y. 2020-21, 2021-22 and 2022-23).												
13	Minimum Turnover of the bidder should be Rs.50 lakhs in the last three year (F.Y. 2020-21, 2021-22 and 2022-23). and a Turnover certificate from a practising chartered accountants (CA) should be attached.												
14	Self-Declaration Certificate (as per Annexure – III & IV) on company letter head should be attached.												

FINANCIAL BID

Rate for CIPET- Hosteller/Staff/Guest Canteen

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

REGULAR MENU		
Sr. No.	Items	Charges per day per students in Rs.
01.	Breakfast with Tea (100 ml): (Menu as per the Annexure-I)	
02.	Unlimited Lunch & dinner: <ul style="list-style-type: none">▪ Two Vegetable▪ Dal/ Kadhi▪ Rice/ Khichdi▪ Chapati/ Paratha/ Puri▪ Salad/ Pickle/ Papad/ Curd/ Raita/ Sweet (Menu as per the Annexure-I)	
*Contractor has to provide: Weekday Special (One Time): <ul style="list-style-type: none">▪ Veg: Paneer/ Mashroom, Non Veg: Egg/ Chicken/ Mutton etc.▪ Dal Fry.▪ Pulao/Fried Rice/Biryani.▪ Buttered Chapati/Puri.▪ Sweet/Ice cream/Kheer.▪ Curd/ Raita.▪ Salad, Papad, Pickles.		
TOTAL RUPEES PER DAY PER STUDENTS (Inclusive of GST)		

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”.

Rate of Canteen for Visitor/Day scholar

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

Item	Quantity/items	Rate(Rs.)
Special Thali	Chapati, Rice , 2 Veg, 1 Dal, Salad, Papad/ Aachar, Paneer/ Mutton/ Chicken, Sweet, Curd/Raita.	
Special Thali – Veg. (on Occasion/Event)	Chapati/Tanduri Roti/Fulka, Rice/Jeera Rice, 1 Dry Veg., 2 Gravy Veg., 1 Dal fry, Salad, Papad, Aachar, Curd/Raita, Sweets.	
Special Thali – Non Veg. (on Occasion/Event)	Chapati/Tanduri Roti/Fulka, Rice/Jeera Rice, 1 Dry Veg., 1 Gravy Veg., 1 Non Veg. (Mutton/Chicken/Egg), 1 Dal fry, Salad, Papad, Aachar, Curd/Raita, Sweets.	
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	Full plate	
Pizza	Full plate	
Bread Pokoda with Sauce	150 grams	
Cutlet	150 grams	
Cold Drinks	150ml/300ml/500ml/1000ml	MRP/Discount ed Price
Water Bottle (Aquafina, Bisleri/ Kinley)	Each 500ml/01litre/200ML	MRP/Discount ed Price
Chocolate/Biscuit/Ice-Cream/ Sweets/ Packed Snacks etc.	On MRP	MRP/Discount ed Price

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

Annexure-II

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 <i>(use of Hydrogenated (vanaspati) or Palm oil is prohibited)</i>
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 canteen 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.

कैंटीन मेनू (प्रस्तावित)

कं.	दिन	नास्ता		दोपहर का भोजन			रात का भोजन		
		सुबह का नास्ता (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	बड़ा सांभर	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	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	गुरुवार	आलू गुंडा, इमली 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	शुक्रवार	गोभी पराठा/मेथी पराठा/मूली पराठा- टमाटर की चटनी	उत्तपम	आलू बरबट्टी (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	करेला आलू (मीडियम ग्रेवी), आलू बैंगन (मीडियम ग्रेवी)	लौकी चनादाल (मीडियम ग्रेवी)/ जिमी कंद खट्टा	रोटी, चावल, पापड़, काली दाल	आलू बरबट्टी (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	सोया चिल्ली	पुलाव, सलाद, मिक्स दाल, रायता	

सलाद:- टमाटर/ खीरा/ प्याज/ गाजर/ नींबू

नोट:- छात्रों एवं कैंटीन कमेटी के द्वारा समय-समय पर मेनू परिवर्तित किया जा सकेगा।

(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/2024/___/_____ Dt. ___/___/2024 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/2024/___/_____ Dt. ___/___/2024** 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: _____

Annexure V

(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"**)

(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, Shyhimudi, 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 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:

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 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 behalf of
CIPET:CSTS, Korba

Signed On behalf of
M/s.....

(Designation)
CIPET:CSTS, Korba

(Designation)
M/s.....

Witness

Witness

1 (Name) (Signature)
2 (Name) (Signature)

1 (Name) (Signature)
2 (Name) (Signature)