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**“E-TENDER FOR PROVIDING CANTEEN SERVICES (DDUGKY & Other Sponsored Programmes) At CIPET: IPT, BHUBANESWAR”**

**TENDER NO.:**CIPET/IPT/BBSR/E-TENDER/ CANTEEN /2021-22/ 02

**LAST DATE FOR ONLINE SUBMISSION OF TENDER:** 28/07/2021

**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT), BHUBANESWAR**

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)  
B-25, CNI Complex, Patia, Bhubaneswar- 751024

Phone No.: 0674-2743462/767, 2744607

Email: [cipetbhubaneswar@gmail.com](mailto:cipetbhubaneswar@gmail.com), web: [www.cipet.gov.in](http://www.cipet.gov.in)

**IMPORTANT DETAILS**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>DATE</b>	<b>TIME</b>
1.	Date of Advertisement	18.07.2021	-
2.	Start date/time of Submission of online bidding	19.07.2021	10:00 hrs
3.	Last date/time of submission of Online bid	28.07.2021	12:00 hrs
4.	Last date/time of submission of hardcopy of technical bid in office	28.07.2021	14:00 hrs
5.	Date & Time of opening of Technical bid	29.07.2021	16:00 hrs

## **E-TENDER NOTICE**

### **Notice Inviting E-Tender**

CIPET:IPT/BBSR/E-Tender/Canteen /2021-22/02

Date: 16.07.2021

**Central Institute of Petrochemicals Engineering & Technology (CIPET): INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT) (IPT), Bhubaneswar** invites E-Tender in Two (02) Bid systems (Technical and Financial) from registered and reputed agencies for providing of **“CANTEEN SERVICES”** for Hostel located at Bhubaneswar with an estimated cost of Rs. 50,00,000/-.

Sl. No.	E-Tender No. & Date	Name of the Item / Work	EMD (in Rs.)	Last Date & Time of online Bid submission
1.	CIPET/IPT/BBSR/Canteen /2021-22/ 02, Date:16.07.2021	CANTEEN services at CIPET: IPT, Bhubaneswar	1,00,000/- (Rupees One Lakhs only)	28.07.2021 & 12:00 Hrs

Interested eligible bidders may view and download the detailed tender documents from CIPET E- Tender Portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in). All Bids must be submitted through the online 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 Principal Director & Head, CIPET:IPT, BHUBANESWAR , B-25, CNI Complex, Patia, Bhubaneswar- 751024 ,” 28.07.2021 up-to 14.00 Hrs.**

The EMD will be accepted in the form of Bank Guarantee drawn on any Indian Nationalized Bank favoring **“CIPET Bhubaneswar” payable at Bhubaneswar** and shall be submitted at **“CIPET:IPT, BHUBANESWAR , B-25, CNI Complex, Patia, Bhubaneswar- 751024,”** as specify on or before **28.07.2021 upto 14.00 Hrs.** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the EMD shall also be uploaded along with the Technical Bids to be submitted online.

**SILENT INFORMATION ABOUT THE E-TENDER:**

1. Mode of submission: Only ONLINE Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's E- Tender portal **www.tenderwizard.com/CIPET** or **www.cipet.gov.in**. The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender? - The registered vendors of CIPET through **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** by Online Payment 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 as applicable is Payable Online separately to M/S. KEONICS LTD.
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 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>].
6. Contact details for E-Tender related issue:

Name of the Service Provider: <b>M/S. KEONICS LTD.</b>		
<b>Contact Person</b>	<b>Telephone/E-mail</b>	<b>Remarks</b>
Local Representative of KEONICS Mr. Sanjib Mohapatra Mr. Swadesh Kumar Bal	Mobile:7377708585 Mobile:7008064095	Vendor registration or any other issue regarding E-Tender Process, please contact
KEONICS's Helpdesk:	Email: cipethelpdesk@gmail.com	KEONICS as per the details given in the previous Columns.

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.



**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT) – BHUBANESWAR  
B-25, CNI COMPLEX, PATIA, BHUBANESWAR- 751024  
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10. EMD must be in approved mode and duly signed & sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post /by courier on or before 28.07.2021 @ 14.00 Hrs. at **CIPET: IPT, B-25, CNI Complex, Patia, Bhubaneswar- 751024** .Non receipt of which, the Tenders are liable for rejection.
11. Security Deposit an amount of Rs.2,50,000/- in the form of Bank Guarantee.
12. Date & Time of Technical Bid Opening: 29.07.2021 at 16.00 Hrs.
13. The date of financial bid of technically qualified bidders shall be declared afterwards.
14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after Technical bid evaluation through the e-Tender portal.
15. Venue for Opening of Bids: **CIPET: IPT, B-25, CNI Complex, Patia, Bhubaneswar- 751024**
16. CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason what so ever.

**Principal Director & Head  
CIPET:IPT,Bhubaneswar**

## ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
  - a. Contractors having at least 5 years satisfactory experience of running Students Hostel Mess & Staff canteen where regular daily catering services are being rendered.
  - b. Minimum Annual Average Turnover of Rs. 30.00 Lakhs (Rupees Thirty Lakhs) during the last three financial years (2017-18, 2018-19 & 2019-20).
  - c. The prospective bidder should have successfully carried out catering services to Hostel CANTEEN for 250-400 Students users on a normal working day in a single unit for a continuous period of one year during the last Three years. The time period of Three years shall be reckoned as on 31.03.2021. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.
2. The Tenderer should be registered with the Competent Authority and should have PAN number, G.S.T, PF & ESI registration.
3. The Tenderer should be registered with the Competent Authority and should have valid **Food License**.
4. The Tenderer shall have well registered established office in Odisha state.
5. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
6. The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 6 above and without all required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Tender without EMD will out rightly be rejected. Bidders registered under MSME/SSI/NSIC Industries are exempted EMD. But they must enclose the exemption certificate for the same services in this contract. If certificate not attached and EMD is found enclosed, the offer shall be rejected.

10. The Tenderer shall submit the Income Tax returns of the last three assessment year (2017-18,2018-19,2019-20 ).
11. The Tenderer shall submit the Audited Final Account of the last three financial Year.
12. 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.
13. 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 mutually agreed terms and conditions. This contract period can be extend for a maximum period of 01 years only.
14. Earnest Money Deposit (EMD) of Rs.1,00,000/- ( Rupees One Lakhs only) to be deposited in the form of Bank Guarantee drawn in favour of CIPET-IPT,BHUBANESWAR along with the tender for each bid.
15. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same.

### **TERMS AND CONDITIONS**

1. The Mess Contractor and Mess Staff shall be experience and properly trained in Mess work and in the age group of **20-50 years** and should be able to communicate in Odia , Hindi & English.
2. All Mess personnel shall behave politely with the students/visitors/ customers and office staff.
3. The normal duty hour as per decided our Mess Committee and It shall be followed regularly.
4. No Mess Staff shall leave mess unless and until next reliever arrives at Mess/Hostel.
5. Agency/Contractor is responsible to provide trained Mess staff to take care of CIPET'S properties and premises to the best of their capacity.



6. The details may be filled in the tender documents itself in the space provided against each item. However if required separate sheet may also be enclosed and it is advised to enclose the copies of testimonials in support of License, EPF, ESI, G.S.T, PAN etc. along with the tender document.
7. Tenderers shall enclose Earnest Money Deposit (EMD) of **Rs.1,00,000/- (One Lakhs only)** in the form of Bank Guarantee drawn in favour of CIPET-BHUBANESWAR payable at BHUBANESWAR Tender Document submitted without prescribed Earnest Money Deposit(EMD) shall be summarily rejected.
8. The E.M.D. of unsuccessful Tenders will be returned within 15 days after finalization of the contract. No interest shall be paid on the E.M.D.
9. No Tenders shall be accepted after due date and time.
10. This office will not be responsible for any postal delay or wrong delivery.
11. The CIPET- BHUBANESWAR will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
12. Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
13. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
14. The number of Mess staff as per CIPET instruction to be engaged on duty by Catering agency for work at the aforesaid premises of CIPET's. If the number is less due to illness, leave, transfer or any other reason whatsoever, Catering agency shall be bound to provide mess staff to take duties of absent men so as to make up number of mess staff that has to be on duty at a particular time.  
Only the Agency Contractor (Age: Not more than 50 years) and Mess Staff (Age: Not Less than 20 years and not more than 50 years) approved by the Principal Director & Head, CIPET or his authorized Officer shall be posted on duty.
15. Duty hours of the Mess shall be determined by the Administration Department/Canteen Committee, CIPET BHUBANESWAR as per his requirements.

### TENTATIVE MESS TIMINGS

Tiffin	:	06.30 AM –07.00AM
Breakfast	:	08.00 AM -09.00AM
Lunch	:	01.00 PM –02.00 PM
Evening Snacks	:	04.30 PM - 05.30 PM
Dinner	:	08.00 PM - 09.00 PM

Timing may be deviate as decided by the Committee.

16. The contract period shall be for one year in the first instance and likely to be renewed further subject to mutual consent of either parties with the same terms & conditions.
17. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Canteen Committee.
18. Catering agency shall be at liberty to transfer any person engaged by Catering agency to work at the premises of CIPET for reasons as Catering agency feels fit and the mess staff provided by Catering agency at CIPET premises shall for all purpose be deemed to be employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following condition:
  - a. For proper reason CIPET may request Catering agency to remove any particular person or persons of Catering agency's staff from the premises of CIPET and it shall be complied with forthwith.
  - b. The staff of Catering agency shall comply with reasonable directions and instructions which are given by CIPET to Catering agency from time to time.
19. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the mess staff posted at CIPET 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 wages act etc. all such liabilities if any, shall be discharged by catering agency. The agency shall supply the skilled and experience Manpower of mess staff as per the requirement of its various departments.



20. The contract can be terminated by giving one month notice period by either party. However in the event of non-compliance or breach of any terms of the contract or unsatisfactory services. CIPET has all the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.
21. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Catering agency.  
CIPET shall pay to Catering Agency/ Contractor an amount as per the rate quoted in Tender for PROVIDING CANTEEN SERVICES AT CIPET: IPT, BHUBANESWAR and the said contract amount shall be paid on or before 15<sup>th</sup> of every subsequent month. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and Goods Service Tax (GST) other statutory requirements stipulated by Government shall rest with the Catering agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
22. 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.
23. In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of mess personnel of Catering agency then the cost of loss thereby will be fully made good by Catering agency to CIPET.
24. Since Catering agency will be responsible for providing security and protection of mess premises and properties of CIPET Mess, **Catering agency will be responsible for loss or damage caused to the properties and premises of CIPET Mess as a result will be compensate value of the loss or damage to CIPET.**
25. Wages /Salary to mess worker/staff will be paid in their bank account only by agency/contractor.
26. The agency or its sister concern/relatives providing any services to CIPET-IPT Bhubaneswar are not eligible to participate in this E-Tender. The tenderer has to declare by giving an undertaking (As per Annexure I) on letter head with the tender for the same.
27. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Bhubaneswar courts only.
28. The offers of the contractor who do not fulfill the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
29. No additional charges shall be paid to food contractor/caterer ,in case the Tiffin system shall be supply (with the approval of CIPET:IPT,BHUBANESWAR ) by the food contractor/caterer in multiple

^ locations to the students/staff of CIPET:IPT,BHUBANESWAR .

**30. CONVIASSING AND OTHER OUTSIDE INFFUENCE**

- a. No bidder shall bring outside influence to the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- b. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
- c. If there is any dispute with any of the earlier contracts CIPET will not be responsible and will be free to take any decision for the entering / entered contract will regard to this dispute.

### **GENERAL TERMS AND CONDITIONS:**

1. Tiffin, Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Canteen Committee .

2. TENTATIVE MESS TIMINGS

Tiffin	:	06.30	AM –07.00AM
Breakfast	:	08.00	AM –09.00AM
Lunch	:	01.00	PM –02.00 PM
Evening Snacks	:	04.30	PM – 05.00 PM
Dinner	:	08.00	PM – 09.00 PM

3. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act etc., as applicable for engagement of labours on daily wage are to be followed strictly by contractor as per Government norms.

4. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.

5. 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.

6. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.

7. The contractor shall vacate the premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.

8. 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 authorities.

9. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, Then Institute is empowered to terminate the contract with a short notice of one week. The Hostel Wardens opinion is final so far as the food is concerned.

10. Hygiene, overall cleanliness of surrounding, hall, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals.

11. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.

12. Contractor shall be solely responsible in case of incidence/s of food poisoning

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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 Canteen Committee.

13. The Contractor shall use **only branded raw materials and best quality as mentioned** for preparing the food. Brands of certain mess items are given. A canteen committee will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the canteen committee will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period for one year.
14. The contractor may use any other approved brands only if permitted by the Canteen Committee, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the warden and mess committee will select the brands for cooking.
1. The contractor has to maintain register in following format on regular basis to assess the feedback of students.

Date	Tea Breakfast with Particulars	& Lunch with Particulars	Dinner with Particulars	Remarks of Mess Supervisor/ Contractor	Feedback of Students	Signature of Hostel Warden

2. 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, labour,) per student should be quoted in the tender. The Canteen Committee will not pay any other charges for the catering services provided.
3. When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods of leave more than 5 days (with prior intimation) shall have to be accommodated and payment will be deducted as per actual absent of students.
4. Monthly payment to the contractor will be made by CIPET on duly certified attendance concerned after the submission of actual mess bill including copies of all statements,.
5. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Agency as an when required.
6. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden.
7. Contractor shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
  - i. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
  - 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 shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess 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. The employees of the contractor should wear uniform
  - vi. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
8. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
9. The Principal Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.

10. 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.
11. The AMC charges for the electric gadgets and gas at the mess have to borne by the contractor at the rates fixed by the company approved by the Canteen Committee .
12. Contractor must make his own arrangements for housekeeping of the dining 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.
13. For girls' hostel, contractor should provide preferably the lady workers.

### **PENALTY**

Failure to supply food in terms of quality, quantity and as per the menu indicated in will attract penalty. For not adhering to contractual conditions, the Warden with the consultation of CIPET 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.

- 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. 1,000/- for each occasion will be imposed.
- b) Items like Aji-no-moto, Baking soda, colouring 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.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1000/- for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licensor, twice the cost of the equipment will be recovered or same equipment to be provide.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1000/- per complaint.
- g) 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 per complaint.
- h) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1000/-on the contractor.



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- i) If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the contractor.
- j) Changes in approved menu of any meal without permission of warden/mess committee would result in a fine of Rs. 1000/- on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1000/- on contractor for every instance.
- 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 mess committee with consent with 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 as cash and/or summary termination of the Contract.

**Canteen committee will impose any of the penalties. The contractor may appeal to the Principal Director & Head for reduction/waiver of penalty. The decision of the CIPET Management shall be final.**

**Principal Director & Head  
CIPET: IPT, Bhubaneswar**

**TECHNICAL BID**

<b>Sr No</b>	<b>PARTICULARS</b>	
1.	Name of the authorized Individual/Firm/Company/Agency	
2.	Postal address	
3.	Name of Contact person	
4.	Mobile No	
5.	E-Mail ID	
6.	Firms Registration Certificate(copy enclosed)	
7.	PAN (Permanent Account Number) (copy enclosed)	
8.	GST Registration No. (copy enclosed)	
9.	PF (copy enclosed)	
10.	Food License No. (copy enclosed)	
11.	FSSAI Registration No. (copy enclosed)	
12.	ESIC(copy enclosed)	
13.	Annual Average Turnover valuing more than Rs.30 Lakhs and above during the last three financial year (2017-18,2018-19 & 2019-20) (copy enclosed)	2017-18
		2018-19
		2019-20
		Average of 3 Yr
14.	Balance Sheet of Last Three Financial Year(2017-18,2018-19 & 2019-20) (copy enclosed)	
15.	Profit Loss A/c of Last Three Financial Year(2017-18,2018-19 & 2019-20) (copy enclosed)	
16.	Income Tax Return of the last three Assessment Years (2018- 19,2019-20 & 2020-21) (copy enclosed)	
17.	Experience certificates providing catering services to Students Hostel canteen for not less than 250-400 persons/users on a normal working day in a single unit for a continuous period of one year during the last Three F.Y(Copy Attached)	
18.	Bank Guarantee No of EMD of Rs. 1,00,000/-	
19.	MSME/NSIC Certificate	
20.	No Blacklisting Declaration	
21.	Performance Certificate(Copy enclosed)	
22.	List of Customers(Including Local) with contact details (enclose copy):	
23.	Legal disputes with the clients, details if any (If Nil, give certificate to the effect that no legal Case/dispute is pending in any court against Firm/ its Executives etc. with any party)	

**Date:**

**Seal & Sign. of the Bidder**

<b>PERMISSIBLE BRANDS OF CONSUMABLES ITEM</b>	<b>BRAND</b>
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH/ Everest/ Goldee/Catch or equivalent brand
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop/ Nature Fresh/ Fortune/ Mahakosh or equivalent brand Mustard Oil such as Dhara/ Fortune/ Mahakosh or equivalent brand <i>(use of Hydrogenated (vanaspati) oil is prohibited)</i>
Pickle	Mother's or Nilon's or Tops
Atta	Shaktibhog/ Annapurna/ Aashirvaad/Silver coin/ equivalent approved Brand
Butter	Amul, Britannia, Mother Dairy
Rice	Approved Brand
Bread	Modern/ Nasta/ Harvest/Britannia or equivalent brand
Jam	Kissan, Tops.
Milk	Devbhog / Amul/Vachan or equivalent brand/
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, Vachan, Devbhog Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Aquafina
Besan, Dal	Rajdhani/Shakti Bhog or any Agmark Approved By Mess Committee
Rice	India Gate, Daawat & Others
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Sweet	Bikaner, Haldiram

The Contractor may use any other brand only after obtaining prior written approval from the canteen committee of the institute.

**Signature of Contractor with Seal**



**DECLARATION BY THE CONTRACTOR**

I/We (Name and Designation) have carefully read the terms and conditions of contract as contained in Tender Notification No. ....Dated:..... and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Principal Director & Head has the right to cancel the contract without any further correspondence and CIPET, BHUBANESWAR , has no financial liability.

I/We (Name and Designation) promise to pay the compensation or fine in case of such default.

**Place:\_\_\_\_\_ Date:\_\_\_\_\_**

**(Signature of Bidder) Name & Designation Seal of the firm**

**PERFORMANCE CERTIFICATE**

(Furnish this information for every individual 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:  
- Performance Report: Excellent/Very Good/Good/Fair:
  - f. Compliance of all statutory requirements- Yes / No:

**(Signature of the Responsible Authority)**

**(Seal of the Organization)**

**Date:**



Annexure-III

**CERTIFICATE OF VERIFICATION BY THE CHARTERED ACCOUNTANT**

This is to certify that the total annual turnover-overall from business furnished by M/s..... for the last three financial years i.e. 2017-18, 2018-19 & 2019-20 is as detailed below and as furnished in the enclosed statement of accounts, is verified by us and found correct.

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (in Lakhs)</b>
1.	2017 – 2018	
2.	2018 – 2019	
3.	2019 – 2020	

**CHARTERED ACCOUNTANT**  
**SIGNATURE WITH SEAL**

**Firm Name:** \_\_\_\_\_

**Firm Registration No(FRN):** \_\_\_\_\_

**Member Name:** \_\_\_\_\_

**Membership Registration No(MRN):** \_\_\_\_\_

**Annexure-A**

**FINANCIAL BID (For Students -DDUGKY)**

(Shall be submitted by the bidder on official letter head)

Please fill rates in appropriate columns in Indian Rupees)

To

**The Principal Director & Head,  
 CIPET:IPT, BHUBANESWAR  
 B-25, CNI COMPLEX, PATIA,  
 BHUBANESWAR- 751024**

Subject: Selection of Contractors for providing CANTEEN Services – Reg.

Dear Sir,

In response to your Advertisement for “Selection of contractor for Providing CANTEEN Services at CIPET:IPT BHUBANESWAR ” we submit herewith our financial bid.

**1. For Boys & Girls Hostel Mess.- DDUGKY**

S. No.	Description	Rate (Daily for student)
1	Tiffin	
2	Break Fast	
3	Lunch	
4	Snacks	
5	Dinner	

\* Breakfast per day as indicated below:

\*Tea: 100 ml & 2 pieces of Biscuits

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Upma, Sambar, Mutter Curry, Miik for (Veg) Bananas	Idly, Sambar, Chutney, Boiled Egg/Mi k For (Veg), Banana	Bada, Mutter Curry, Milk, Banana	Poha (Chuda), Mutter Curry, Boiled Egg/Milk For (Veg), Banana	Puri, Aloo Curry. Boiled Egg. Banana	Upma, Mutter Curry, Milk, Banana	Paratha, Aloo Dum, Pickles, Banana

\*Lunch per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rice, Dal, Mix Veg, Paneer Curry, Papad, Pickles	Rice, Chips, Chicken Curry/Paneer Curry for (Veg), Papad, Pickles	Rice, Dal, Fish Curry/ Soyabin Curry for (Veg), Salad, Chips, Pickles	Rice, Dal, Mushroom curry, Bhaji, Papad, Pickles	Rice, Dal, Fish Curry/ Mix Veg for (Veg), Chips, Papad, Pickles	Rice, Dal, Fish Curry/ Pottal Curry for (Veg), Bhajii, Papad, Pickles	Rice, Chips Chicken Curry/Paneer Curry for (Veg), Bhaji, Papad, Pickles

**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT) – BHUBANESWAR**  
**B-25, CNI COMPLEX, PATIA, BHUBANESWAR- 751024**  
**TENDER NO.: CIPET/IPT/BBSR/E-TENDER/CANTEEN /2021-22/02**

\*Snacks per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tea & Aloo Chap	Tea & Samosa	Tea & Pakoda	Tea & Bada	Tea & Bread Chap	Tea & Aloo Chap	Tea & Samosa

\*Dinner per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rice & Roti, Dalma, Chips, Sweets, Banana	Rice & Roti, Dal, Rajma, Kheer, Banana	Rice & Roti, Dalma, Bhaji, Sweets, Banana	Rice & Roti, Dal, Kabuli Chana, Sweet.s, Banana	Rice & Rot, Dal Mix Veg Curry, Sweets, Banana	Rice & Rotl. Dal, Soyabin Curry, Sweets. Banana	Rice & Roti, Dal, Kabuli Chana Curry, Kheer, Banana

**For Boys & Girls Hostel Mess- Sponsored Programmes .**

S. No.	Description	Rate (Daily for student)
1	Tea (2 Times)	
2	Break Fast	
3	Lunch	
4	Dinner	

Tea: 100 ml

FOOD MENU				
DAY	BREAKFAST (8.00 TO 9.00 AM)	LUNCH (1.00 PM TO 2.00PM )	SNACKS (4.30 TO 5.30PM )	DINNER (8.00 TO 9.00 PM )
MONDAY	UPMA, MUTTER CURRY	RICE, DAL, SEASONAL VEGETABLE CURRY, BHAJA, PICKLES	TEA & SNACKS	RICE & ROTI, BUTA CURRY, PAPAD/BHAJA
TUESDAY	IDLY, MUTTER CURRY, CHUTNEY	RICE, DAL, SEASONAL VEGETABLE CURRY, PAPAD, PICKLES	TEA & SNACKS	RICE & ROTI, DAL, RAJMA, PAPAD/BHAJA
WEDNESDAY	PURI, MUTTER CURRY	RICE, DAL, CHICKEN CURRY/ PANEER CURRY (FOR VEG), SALAD, PICKLES	TEA & SNACKS	RICE & ROTI, DALMA, CHIPS
THURSDAY	UPMA, MUTTER CURRY	RICE, DAL, SEASONAL VEGETABLE CURRY, PAPAD, PICKLES	TEA & SNACKS	RICE & ROTI, DAL, KABULI CHANA, PAPAD/BHAJA

**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT) – BHUBANESWAR  
 B-25, CNI COMPLEX, PATIA, BHUBANESWAR- 751024  
 TENDER NO.: CIPET/IPT/BBSR/E-TENDER/CANTEEN /2021-22/02**

FRIDAY	IDLY, MUTTER CURRY, CHUTNEY	RICE, DAL, FISH CURRY, POTAL/MANCHURIAN (FOR VEG) , CHIPS, PAPAD, PICKLES	TEA & SNACKS	RICE & ROTI, DAL, MIX VEG CURRY, PAPAD/BHAJA
SATURDAY	PURI, MUTTER CURRY	RICE, DAL, SEASONAL VEGETABLE CURRY, PAPAD, PICKLES	TEA & SNACKS	RICE & ROTI,SOYABEAN CURRY/ SEASONAL CURRY, BHAJA
SUNDAY	CHAKULI, SAMBAR, CHUTNEY	RICE, DAL, EGG CURRY, MIX VEG (FOR VEG) BHAJA/ PAPAD, PICKLES	TEA & SNACKS	RICE & ROTI, DAL, NON-VEG GHANTA, VEG GHANTA, PAPAD/BHAJA

**Authorized Signatory of the Bidders with Seal**

Important Notes:

- Rates quoted should be Exclusive of all taxes.
- Financial bid should be kept in separate sealed cover.
- In case of Tie, decision of Canteen Committee will be final and will be binding on bidder.

**DECLARATION**

- We hereby agree to abide by the decision of the CIPET and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules as per requirement.
- We hereby certify that the above rates are exclusive of tax and any other statutory Central/State Govt. taxes and fluctuations in all items.
- I have carefully read and understood the Tender document and ready to abide the terms & conditions of the tender.

**Authorized Signatory of the Bidders with Seal**



**UNDERTAKING BY BIDDER**

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET:IPT,BHUBANESWAR . I / We shall also intimate the name of the person(s),who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s).

I do not have any relation with anybody who is associated and providing any type of services to CIPET:IPT ,Bhubaneswar .

I agree that this tender/services can be cancelled/terminated at any state of tender process/during services by CIPET:IPT,BHUBANESWAR management due to any wrong information given by me

My firm/agency committed to provide better Mess/Canteen Services & follow all statutory requirement & norms (If selected)

('Near Relative' means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

**Place:.....**

**Date:.....**

**Seal & signature of Bidder**

**Name:.....**

**Address:.....**

.....

.....



**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT) – BHUBANESWAR**  
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