



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY

(CIPET:CSTS – CHANDRAPUR)

Department of Chemicals & Petro-Chemicals,
Ministry of Chemicals & Fertilizers, Govt. of India

Plot No. C-10/1,

MIDC Tadali Industrial Area,

Chandrapur - 442406.

Email: Chandrapur@cipet.gov.in

Website : www.cipet.gov.in

GeM-TENDER DOCUMENT

FOR

HOSTEL CATERING SERVICES

AT

STUDENTS' HOSTEL

IMPORTANT INSTRUCTIONS

- 1) Read the tender documents carefully before filling.
- 2) Sign each page with seal and upload.
- 3) PART “A” should contain
 - a) Technical Bid with all relevant signed documents as mentioned in Terms and Conditions (General).
 - b) EMD
- 4) PART “B” should contain only Financial Bid.
- 5) Application without prescribed EMD will not be considered.
- 6) The tenderers who are currently registered and also, will continue to remain registered during the tender validity period as Micro and Small Enterprises (MSEs) as defined in MSE Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or with National Small Industries Corporation, New Delhi shall be eligible for exemption from EMD. In case the tenderer falls in this category, it should furnish copy of its valid registration details (with MSME or NSIC, as the case may be).

CONTENTS OF TENDER DOCUMENT

Sl. No.	Particulars
1.	Scope of Work
2.	Job Specifications
3.	Terms & Conditions (General)
4.	General Definitions
5.	Menu Chart
6.	Terms & Conditions as part of Agreement
7.	Other Conditions
8.	Penalty Clause
9.	Part “A”- Technical bid
10.	Part “B”- Financial bid

1. **SCOPE OF WORK :**

To prepare and serve breakfast, lunch, evening snacks and dinner to Students, Guests and visitors as per set menu agreed upon and maintain the quality of food & services at all times.

2. **JOB SPECIFICATIONS:**

1. To provide breakfast, lunch, evening snacks and dinner. The number of boarders will be at an average of 100, which may be varying as per requirement of CIPET authority from time to time.
2. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
3. Menu may be fixed and if changes are required according to season vegetables then it will be settled after mutual understanding with the CIPET management.
4. Contractor should maintain standard quality of food as per menu (encl.)
5. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and dish wash bar / solution and mopped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a fifteen day or as and when required.
6. Food is served through counters on self-service basis. However, the used plates will be taken out from the dining tables to the dish wash area.
7. After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in Dish wash bar/ solution & hot water and dried & kept ready for next meal. All the vessels used for cooking also should be washed in soap solution & hot water and should be available for use for cooking the next meal.
8. Food should also be served to the hostel rooms of sick student as and when required.
9. Dining hall should be washed with water & soap solution and mopped, after every meal.
10. Kitchen to be kept cleans always and should be washed after cooking every meal with water and soap solution.

11. Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.

3. TERMS AND CONDITIONS: (GENERAL)

1. Tenderer should be a registered and licensed contractor. Appropriate valid documents/Certificates issued from appropriate authorities should be upload to support this.
2. The tenderer should have PF & ESI Registration.
3. The tenderer should have PAN No. & GST No.
4. EMD are payable to CIPET in the form of NEFT or RTGS drawn on any State Bank of India favouring A/C no.35825966681 and IFS Code: SBIN0005939 of CIPET on or before last date & time of tender submission. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalisation of the tender whichever is later. **Any tender without EMD will not be considered.**

Only successful bidder EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, to the Institute.

5. The tender document is non-transferable.
6. Tender consists of Part A & Part B:

Part- A

- a) Technical Bid
- b) EMD

Part-B

- a) Financial Bid

7. SUBMISSION OF TENDER:

The tender should be submitted online under “Two bid System”, the first bid is termed as Part “A” with Tender documents, Technical Bid as per tender, EMD of Rs.40,000/- (Rupees Forty Thousand only) and Part “B”, “Financial BID FOR HOSTEL CATERING SERVICES, CIPET:CSTS-CHANDRAPUR”.

8. Quoted price should be as per GeM format.
9. The offer should be valid for a period of at least 180 days from the date of the tender opening.
10. The Contract will be for a period of one year, which could be extended further one year on mutual consent of both parties (CIPET + service provider) at the end of one year.
11. CIPET:CSTS-CHANDRAPUR, reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director & Head, CIPET:CSTS-CHANDRAPUR, shall be final and binding.
12. All documents uploaded should bear the seal and signature of the tenderer.
13. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
14. The Contractor shall fulfil all statutory requirements pertaining to state minimum wages and other statutory benefits like ESI, EPF, MWA etc., and proper account of payments including minimum wages being made to the workers of the agency.

The Contractor shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency’s failure to fulfil such statutory obligations.
15. Where counter terms and conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.

16. Meals will be served according to following schedule:
 - a. Break Fast : 08.00 a.m. to 09.00 a.m.
 - b. Lunch : 12.30 p.m. to 01.30 p.m.
 - c. Evening snacks : 05.30 p.m. to 06.15 P.m.
 - d. Dinner : 08.30 p.m. to 09.30 p.m.
17. CIPET employees may be allowed to take meal at the same rate.
18. The contractor should have valid **food license** under State Government Law along with registration of PF, ESI, PAN, GST etc.
19. Special Dishes may be supplied to the Guest on demand, orders and rates will be fixed by mutual understanding with CIPET AUTHORITY AND CONTRACTOR.
20. Breakfast, Lunch, evening snacks & Dinner for Physical Attendance only.
21. Quality of food should be maintained as per menu decided by the CIPET Management. If it is found that quality of food not up to the mark then necessary deduction will be made from contractor bill / implied penalty.
22. If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
23. Any damage / loss occurred of any CIPET Mess property due to the act of Contractor necessary deduction will be made from contractor bill accordingly.
24. The workers of the canteen are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute.
25. No accommodation will be provided in the campus for the workers and the Contractor shall make their own arrangements.
26. All statutory liability/obligation/deduction should be fulfilled by the contractor as per the existing law of land.
27. It is the liability of the contractor to deal with accidents if any occurring to their workmen during the course of operation. CIPET will have no responsibility and no compensation will be paid.
28. Contractor & his workers should have cordial relationship with students during the food services.
29. Alcoholic consumption, smoking etc. during duty hours and/or while on duty is strictly prohibited inside the campus. In case of misbehaviour by any

- employee of contractor with trainees/staff of CIPET is found, they should be replaced soon.
30. The Institute reserves the right to terminate the contract on one month notice, if the performance is not satisfactory. The Contractor can also terminate the contract by giving one month notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
 31. Sub-letting/Sub contracting the work is not permissible under any circumstances.
 32. Successful Contractor shall execute an agreement.
 33. The Tender should be complete in all respects.
 34. The bidder meeting the minimum eligibility criteria with the lowest bid price shall be deemed as the successful bidder or as per GeM.

4. GENERAL DEFINITIONS:

1. CIPET or Central Institute of Petrochemicals Engineering & Technology, Chandrapur.
2. “Director & head” means the Head of the Central Institute of Petrochemicals Engineering & Technology, Chandrapur at present or by any other designation of his successor in the office.
3. “Students’ Hostel” means Students’ Hostel of Central Institute of Petrochemicals Engineering & Technology, Chandrapur.
4. “Tenderer” also means the contractor who would be the successful bidder.

5. MENU CHART AS FOLLOWS:

Days	Breakfast (8.00 a.m. to 9.00 a.m.)	Lunch (12.30 p.m. to 1.30 p.m.)	Dinner (8.30 P.m. to 9.30 p.m.)
Monday	1) Idli with sambar- 4 pc 2) Milk Tea	1)Rice/Roti, 2) Vegetable curry 3)Seasonal vegetable fry 4) Daal	1)Rice/Roti 2) Patodi Curry 3)Seasonal vegetable fry 4) Daal
Tuesday	1) Vada/ Samosa/ Kachori with sambar / Chatney 2) Milk Tea	1)Rice/Roti 2) Shev Curry 3)Seasonal vegetable fry 4) Daal	1)Rice/Roti 2) Mixed Vegetable 3) Seasonal vegetable fry 4) Daal
Wednesday	1) Poha 2) Milk Tea	1)Rice/Roti 2) Patodi Curry 3)Seasonal vegetable fry 4) Daal	1) Rice / Roti 2) Seasonal vegetable fry 3) Mattar Panner (100gm) / Egg Curry (2pcs) 4) Daal
Thursday	1) Purri –Sabji-6pc 2) Milk Tea	1) Rice/Roti 2)P a n e e r Curry (100gm) 3)Seasonal vegetable fry 4) Daal	1) Rice / Roti 2) Seasonal vegetable fry 3) Daal 4) Soyabean Chunks Curry
Friday	1) Upma 2) Milk Tea	1)Rice/Roti, 2)Vegetable curry 3)Seasonal vegetable fry 4) Daal	1) Rice / Roti 2) Seasonal vegetable fry 3) Daal 4) Pakodi Curry
Saturday	1) Matki 2) Milk Tea	1)Rice/Roti 2) Shev Curry 3)Seasonal vegetable fry 4) Daal	1) Masala Rice / Roti 2) Seasonal vegetable fry 3) Dahi Kadi
Sunday	1) Sabudana Khichri 2) Milk Tea	1)Rice/Roti 2) Mixed Vegetable 3) Seasonal vegetable fry 4) Daal	1) Rice / Roti 2) Seasonal vegetable fry 3) Mattar panner (100gm) / Chicken Curry (150gm) 4) Dal

**Evening Snacks: For all days 05.30 p.m. to 06.15 P.m. – Milk Tea and biscuit 02 pieces
Vegetable curry, Mixed Vegetable, Daal and others - Sufficient Qty.
Best branded Refined oil, Vegetable oil, Rice, Atta, Maida, Masala and others to be used in cooking.
One-piece lemon, one-piece onion with green chilly in every lunch & Dinner.**

If the raw materials of menu are not available in the market then menu may be changed with the prior permission of the hostel warden / competent authority.

**Sign & Seal of the
Contractor**

6. **TERMS AND CONDITIONS AS PART OF AGREEMENT:**

- a. **Disputes:** All disputes that may arise shall be referred to the Director & Head, CIPET:CSTS-Chandrapur, whose decision shall be final.
- b. **Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost.
- c. **Payment Terms:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work and Job Specifications. Payment will be made as per the actual number of Meals/Breakfast etc. supplied per day basis to the Contractor. The bill should be submitted of succeeding month so that the same can be processed at the earliest. However, the catering service shall not be disrupted if payment is not received or delayed from CIPET: CSTS-Chandrapur.

The works attended to as per job specification and scope of work, vis-à-vis scheduled work and its satisfactory completion has to be certified by the nominated Hostel Warden before release of payment.

- d. **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions/commissions of contractors, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the CIPET under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- e. **Security Deposit:** The contractor has to deposit a Security Deposit of Rs. 1,60,000/- (Rupees One lack Sixty thousand Only) by drawing a demand draft from any Nationalized Bank in favour of the CIPET:CSTS-CHANDRAPUR, within 15 days of the issue of order.

If the contractor fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. CIPET reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:

- a) On completion of Job Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory, he is liable for forfeiture of Security Deposit amount deposited.
- b) The Security Deposit made by the Contractor to be released only after producing the proof of statutory compliance like Provident Fund, state Minimum Wage etc.

The books of accounts regarding attendance, wages paid, PF Accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.

The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.

The contractor shall be responsible for the discipline of his workers.

The Institute call for special services beyond normal working hours on special occasions, without any additional payments.

- f. **Agreement:** An agreement will be required to be executed on non-judicial stamp paper value of Rs. 100/- for a period of one year, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period after completion of one year, the agreement may be renewed accordingly.

h. Facility will be provided by CIPET

1. CIPET will provide water, electricity, dining Table & dinning space.

i. The workers employed by the contractor:

a) Shall not act in any way detrimental the interest of the Institute.

b) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.

c) They shall not participate in any strike or protest in any form.

d) All Contract workers are required to maintaining hygienic cleaning and safety.

j. The Institute reserves the right to terminate the Job Contract Services and related miscellaneous work contract within 01 month notice before its expiry, if the performance is not as per our Job Specification. The contractor can also terminate the contract by giving 01 month notice and clearing all the dues towards Institute, if he is not willing to continue the contract.

k. There will be a periodical evaluation of the work done by Contractor from time to time and he will be informed about the same.

l. The Contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

The rate quoted by the Contractor shall include all the component of taxes / levy as applicable to works and service contract, if any.

It is emphasized that the contract is purely a works Contract intended for carrying out all the works entrusted in the schedule appended to this and at no stage this should be interpreted as a LABOUR CONTRACT.

- m. On all matters pertaining to this work order, the decision of the Director & Head of the Institute shall be final and binding.

7. OTHER CONDITIONS

- a. Adequate number of manpower should be supplied so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Students' Hostel.
- b. All records shall be maintained by the Contractor as a part of record of day-to-day work done, they shall be daily authenticated by the Mess Supervisors designated for the work. They shall become the basic documents for preparation of bills on monthly basis
- c. The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given. The contractor shall employ as much manpower as required (after approval) and utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

8. PENALTY CLAUSE

- 1. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.
- 2. Penalty shall be up to Rs.1000.00 per day/per fault/unsatisfactory work.
- 3. The cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

Note: PART "A"

Technical Bid

PART
"A"

1. Name of the Firm\Organization :
2. Address :
3. Telephone No. /Mobile No. & Name of the Contact Person :
4. Fax No. :
5. Email ID :
6. Registration No. (Trade License) :
7. Month and Year of establishment :
8. Name of proprietor\partners\directors :
9. No. of years of experience in this field, with References, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement, if any) :
11. Valid Food license No.(Copy enclosed) :
12. Whether the firm is an Income Tax Assesses?
If so please give the details of PAN No. and copy of the latest assessment order
:
13. EPF No. :
14. ESI No. :
15. GST No. :
16. Bank Details (Bank Name, No, & Address (for ECS Payments) :

Note: PART "A"

Letter of submission of Tender for providing Hostel Catering Services

From:

To
The Director & Head,
CIPET:CSTS-Chandrapur,
Plot No. C-10/1, MIDC
Tadali Industrial Area,
Chandrapur – 442406

Sir,

Having examined the tender document related to providing Hostel Catering Services at CIPET:CSTS-Chandrapur, terms and Conditions of the tender, scope of the work and Job specification, I/We hereby submit our offer/ rates for the services.

If, I/We fail to submit the Security Deposit of Rs. 1,60,000.00 (Rupees One lack and Sixty thousand Only) on selection and sign the agreement in favour of CIPET:CSTS-CHANDRAPUR within 15 days of the issue of order, we agree that the owner shall have full authority to forfeit the earnest money deposit of Rs. 40,000.00.

I/We confirm having deposit earnest money of Rs. 40,000.00 (Rupees Forty Thousands only) by NEFT/RTGS.

Signature of the Authorized person
of the contractor & seal with date

Note: PART "B"

Financial Bid

Please quote per day per head rate.

As per GeM Format.