

EXPRESSION OF INTEREST (EOI)
FOR
PROVIDING MESS SERVICES

Doc. No. :
CIPET:SARP-LARPM /BBSR/MS/EOI/20-21/04



CIPET: SARP-LARPM
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)
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EXPRESSION OF INTEREST (EOI)

Sealed EOI are invited from the Registered Firm/Company/Service Providers/Contractors for providing Mess Services at CIPET: SARP-LARPM Bhubaneswar.

IMPORTANT DETAILS

SR. NO.	DESCRIPTION	DATE	TIME
1.	Date of Advertisement in News Paper	19-12-2020	-
2.	Last date/time of submission of bid	04-01-2021	03:00 PM
3.	Date & Time of opening of Technical bid	04-01-2021	04:00 PM

CIPET: SARP-LARPM reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reasons thereof.

Asst Admin Officer
CIPET:SARP-LARPM, Bhubaneswar

General Instructions and Terms & Conditions

1. ELIGIBILITY AND SELECTION CRITERIA

- A registered company, firm or agency having more than 2 years' experience in similar work and Minimum Annual turnover more than Rs.5.00 Lakh (Rupees Five Lakh) during the last three financial years
- The Tenderer should be registered with the Competent Authority and should have valid Food License.
- The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
- The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
- Any EOI received after the scheduled date & time or incomplete in any manner will not be accepted.
- The bidder (Firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid(s).
- The contract for Canteen Services shall remain valid initially for a period of **One(01) year**. However, in order to evaluate the performance and services of the Contractor, the contract will be engaged on trial period of 03(three) 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 will be valid for a maximum period of 03(three) years only.

2. Amendment of Bidding Documents:

At any time prior to the submission of the bids, the Service Receiver may, for any reason, whether at their own discretion or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents through amendments.

3. Signing of Bid

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.

4. Submission of Bid

(a) The Bidder will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of Agency/Firm along with copies of documents as evidences. The Agency/Firm has to fill up Annexure "A" with his signature along with all supporting documents.

Envelope No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by Agency/authorized signatory along with price bid. The Agency/Firm has to fill up Annexure "B".

Both Envelope I & II should be placed in large envelope which should be super-scribed As "**EOI for Providing Mess Services**" and addressed to CIPET: SARP-LARPM Bhubaneswar, Odisha 751024.

5. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid's Misplacement or premature opening
6. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 7. Contacting the Service Receiver**

No bidder shall contact the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
- 8. Evaluation of Bid**
 - (i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
 - (ii) Those tenderers who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
 - (iii) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:
 - Firm/Bidder must have valid food license.
 - Minimum Average annual turnover of more than rs 5 Lakh of last 3 financial years.
 - Experience minimum 2 years in similar work
 - Valid GSTIN no if applicable
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code:
 - (iv) The envelope II i.e. Financial Bid will be opened for those parties who will qualify in Technical Bid.
9. The completion period should be strictly adhered filling which CIPET:SARP-LARPM reserves the right to cancel the order without assigning any reasons whatsoever.
- 10. Payment**

100% shall be paid within 15 days of submission of Invoice.
11. CIPET reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
12. The Director & Head, CIPET:SARP-LARPM is the final authority and his decision will be final and binding on the supplier for any disputes.
13. All legal disputes will have the jurisdiction of Bhubaneswar only.

Annexure: A**EXPRESSION OF INTEREST (EOI)****For Providing Mess Services at CIPET:SARP-LARPM Bhubaneswar
Agency/Firm/Company/ Contractor Details for Technical Evaluation:**

Sr No	PARTICULARS	
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. as applicable (copy enclosed)	
9	Food License No. (copy enclosed)	
10	Annual Average Turnover valuing more than Rs.5 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
11	Experience Certificate/Work Order/ Performance Certificate	
12	MSME/NSIC Certificate	
13	No Blacklisting Declaration	
14	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 theBidder**

Annexure-B**FINANCIAL BID (For Mess)**

To
**CIPET: SARP-LARPM,
 BHUBANESWAR
 B-25, CNI COMPLEX,
 PATIA,
 BHUBANESWAR-
 751024**

Subject: Selection of Contractors for providing Canteen cum Mess Services – Reg.

Dear Sir/Madam,

In response to your Advertisement for “Selection of contractor for Providing Canteen Cum Mess Services at CIPET: SARP-LARPM BHUBANESWAR” we submit herewith our financial bid.

S. No.	Description	Menu	Rate in Rs.
1	Tea/ Cofee	100 ML	
2	Break Fast	Any one- PohaSabji, UpmaSabji, IdaliSabhar, VadaSabji /PuriSabji, ParathaSabji and AlooParathaDahi	
3	Lunch (Veg & Non Veg)	Unlimited- Chapattis, Rice, Dal/ Gravy Curry, 2-seasonal Vegetable Salad & Pickle. (As per approved Menu by Canteen Committee)	
4	Evening Refreshment	As decided by Canteen committee	
5	Special Lunch Veg	As per order as menu decided by committee	
6	Special Lunch Non Veg	As per order as menu decided by committee	

- The Menu mentioned above is just indicative. Contractor may propose daily menu & the same has to be approved by CIPET:SARO-LARPM Canteen Committee.
- Special Menu will be directed by authority

**Authorized Signatory of the Bidders with
 Seal**

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 which is extendable further maximum two year depending on the performance.
- Rate quoted by the bidder must be inclusive of all charges.
- Financial bid should be kept in separate sealed cover.
- In case of Tie, decision of CIPET Management Committee will be final and will be binding on bidder.

TERMS & CONDITION OF AGREEMENT TO MESS SERVICES AT CIPET: SARP-LARPM, Bhubaneswar

(Minimum Guarantee for 50 Staff -Lunch) Which may increase /decreased in future)

1. 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

Breakfast	:	07.00 AM –09.00 AM
Lunch	:	01.00 PM - 02.00 PM
Evening Snacks	:	05.00 PM – 06.00 PM
Dinner	:	08.30 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: SARP-LARPM Management Committee to be approved by the Director & Head and the decision of the Committee will be binding on the contractor.
4. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act etc., as applicable for engagement of labors on daily wage are to be followed strictly by contractor as per Government norms.
5. 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.
6. 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.
7. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
8. 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.
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 authorities.
10. The security deposit of Rs. 10000/- will be returned within three months' time from the end of the contract period without interest if there are no pending issues against the contractor.
11. 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 Committee's opinion is final so far as the food quality/ mess management is concerned.
12. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by the Hall Management Committee, the contract can be cancelled at the sole discretion of the Director & Head.
13. 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.
14. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.

15. 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 Management Committee.
16. The Contractor shall use **only branded raw materials and best quality** for preparing the food.
17. The contractor may use any other approved brands only if permitted by the Mess 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.
18. The materials brought inside CIPET Campus for cooking purpose shall be entered in the Good Inward Register kept at security gate. Without proper permission no material will be sent out from CIPET Campus.
19. 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, all statutory taxes including service tax, duties and levies etc. and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Management Committee will not pay any other charges for the catering services provided.
20. 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.
21. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the Institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
22. 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.
23. 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.
24. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
25. 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 mess bill claims,
26. The Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.

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: SARP-LARPM 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 equipment's, vessels and other items supplied by the Owner, twice the cost of the equipment will be recovered or same equipment to be provided.
- 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) If mess committee agrees that certain item of a meal was not cooked properly then a suitable fine would be imposed on the contractor.
- i) Changes in approved menu of any meal without permission of warden/mess committee would result in a fine on the contractor.
- j) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1000/- on contractor for every instance.
- k) 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.

Management Committee will impose any of the penalties. The contractor may appeal to the CIPET:SARP-LARPM Management for reduction/waiver of penalty. The decision of the Management shall be final.