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**“E-TENDER FOR PROVIDING CANTEEN CUM MESS SERVICES
AT CIPET: IPT, BHUBANESWAR ”**

TENDER NO.:CIPET/IPT/BBSR/TENDER/ CANTEEN CUM MESS /2020-21/03

LAST DATE FOR ONLINE SUBMISSION OF TENDER: 14/12/2020

CIPET: INSTITUTE OF PLASTICS 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, web: www.cipet.gov.in

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Date of Advertisement in News Paper	21.11.2020	-
2.	Start date/time of Submission of online bidding	23.11.2020	10:00 hrs
3.	Last date/time of submission of Online bid	14.12.2020	12:00 hrs
4.	Last date/time of submission of hardcopy of technical bid in office	14.12.2020	14:00 hrs
5.	Date & Time of opening of Technical bid	15.12.2020	15:00 hrs

E-TENDER NOTICE

Notice Inviting E-Tender

CIPET:IPT/BBSR/E-Tender/Canteen Cum Mess/2020-21/03

Date: 20.11.2020

Central Institute of Petrochemicals Engineering & Technology (CIPET): INSTITUTE OF PLASTICS TECHNOLOGY (IPT) (IPT), Bhubaneswar invites E-Tender in Two (02) Bid systems (Technical and Financial) from registered and reputed agencies for providing of **“CANTEEN CUM MESS SERVICES”** for its office campus Buildings & Hostel Premises located at Bhubaneswar .

Sl. No.	E-Tender No. & Date	Name of the Item / Work	EMD (in Rs.)	Tender Fees (in Rs.)	Last Date & Time of online Bid submission
1.	CIPET/IPT/BBSR/Canteen Cum Mess/2020-21/03, Date:20.11.2020	Canteen Cum Mess services at CIPET: IPT, Bhubaneswar	50,000/- (Rupees Fifty Thousand Only)	Rs. 1180/- (Including GST-18%)	14.12.2020 & 12:00 Hrs

Interested eligible bidders may view and download the detailed tender documents from CIPET E- Tender Portal www.tenderwizard.com/CIPET or www.cipet.gov.in. All Bids must be submitted through the online portal 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 ,” 14.12.2020 up-to 14.00 Hrs.**

The Tender Fees and EMD will be accepted in the form of Demand Draft 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 **14.12.2020 upto 14.00 Hrs.** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and 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) E-Tender Documents Fees of Rs. 1180/- (Including GST is Payable to **CIPET: Bhubaneswar** in the form of Demand Draft from any Nationalized Bank not drawn before the Date of Releasing of NIT.
 - c) 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: **M/S. KEONICS LTD.**

Contact Person	Telephone/E-mail	Remarks
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.

10. Bidders are advised to visit CIPET's E-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the E-Tender for which no separate paper advertisement will not be published.
11. EMD and Tender Fees 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 14.12.2020 @ 14.00 Hrs. at **CIPET: IPT, B-25, CNI Complex, Patia, Bhubaneswar- 751024** .Non receipt of which, the Tenders are liable for rejection.
12. Date & Time of Technical Bid Opening: 15.12.2020 at 15.00 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 3 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. 20.00 Lakhs (Rupees Twenty 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 Cum Mess for 500-600 Students & 70-80 Staff /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 31.03.2020. 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 preferable 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 Tender Fee, EMD will out rightly be rejected. Bidders registered under MSME/SSI/NSIC Industries are exempted from submission of Fee, EMD .But they must enclose the exemption certificate for the same services in this contract. If certificate not attached and no Fee, 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 trial 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 02 years only.
14. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) to be deposited in the form of Demand Draft drawn in favour of CIPET-IPT, BHUBANESWAR along with the tender for each bid.
15. The Successful bidder shall deposit an amount of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) against security deposit. The EMD of Rs. 50,000/- of successful bidder shall be adjusted against the security deposit. No interest shall be payable on the security deposit.
16. 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.50,000/-(Fifty Thousand Only)** in the form of Demand Draft 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. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
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. Technical Bid will be opened on 15.12.2020 at 03:00 pm in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
12. 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.
13. Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
14. 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.
15. 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.
16. Duty hours of the Mess shall be determined by the Administration Department/Mess Committee, CIPET BHUBANESWAR as per his requirements.

TENTATIVE MESS TIMINGS

Breakfast	:	07.00 AM –09.00AM
Lunch	:	12.30 AM –02.00 PM
Evening Snacks	:	04.30 PM - 05.00 PM
Dinner	:	07.30 PM - 09.00 PM

Timing may be deviate as decided by the Hostel Mess Committee.

17. 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.
18. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee.
19. 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.
20. 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. If catering agency failed to pay such liability the payment will be adjusted from their security deposit. The Catering Agency is made to pay under the written orders of any authority under laws, and amount CIPET shall be reimbursed by security agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist Catering agency by giving Catering agency such information and inspection of such document as it has, in such connection, with it.
21. The agency shall supply the skilled and experience Manpower of mess staff as per the requirement of its various departments.

22. 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.
23. Contractor shall deposit the amount of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only)** against security deposit by way of demand draft in favour of **CIPET- BHUBANESWAR** .
24. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 1000/- e-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 CUM MESS SERVICES AT CIPET:IPT, BHUBANESWAR and the said contract amount shall be paid on or before 15th 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.
25. 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.
26. 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.
27. 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.**
28. Wages /Salary to mess worker/staff will be paid in their bank account only by agency/contractor.
29. 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 VII) on letter head with the tender for the same.
30. The tenderers whose tender has successfully qualified in the technical bid may be physically verified by the inspection team of CIPET:IPT Bhubaneswar to verify the site/services at the client end of the tenders. The received bids will

be evaluated by the committee of CIPET-IPT Bhubaneswar on the basis of requisite documents. Thereafter a team of CIPET-IPT Bhubaneswar may visit for physical inspection of the sites & give grading and if found suitable and meeting the requirements of CIPET-IPT, BHUBANESWAR as indicated in these terms & conditions. If two or more parties stands L-1/quote same rate in financial bid opening in this case ,as per grading and client feedback, the decision of Tender Committee & Principal Director & Head CIPET: IPT , Bhubaneswar shall be the final.

31. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Bhubaneswar courts only.
32. The offers of the contractor who do not fulfil the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
33. 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 múltiple locations to the students/staff of CIPET:IPT, BHUBANESWAR .
34. **CONVASSING 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 decisión for the entering / entered contract will regard to this dispute.

GENERAL TERMS AND CONDITIONS:

CATERING SERVICES TO MESS & CANTEEN OF CIPET:BHUBANESWAR

(Approximately 500-600 Students & 70-80 Staff) Which may increased /decreased in future)

1. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee.
2. TENTATIVE MESS TIMINGS

Breakfast	:	07.00 AM –09.00AM
Lunch	:	12.30 PM –02.00 PM
Evening Snacks	:	04.30 PM – 05.00 PM
Dinner	:	07.30 PM – 09.00 PM
3. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET Management Committee to be approved by the Principal 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 labours 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 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 Principal 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.

Not following warden's suggestions / instructions in above matters shall be considered as 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 Management/Canteen committee).
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 as mentioned in Annexure-III** for preparing the food. Brands of certain mess items are given. A quality control Team 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 Hostel management 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.
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. 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

20. 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.
21. 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.
22. Monthly payment to the contractor will be made by CIPET on duly certified attendance by warden concerned in one installment after the submission of actual mess bill including copies of all statements, taxes paid for the period. If a student has taken food less than 25 days, than the payment shall deducted as per actual absent of students and as on agreed for finalization of payment by CIPET:IPT Bhubaneswar .
23. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Agency as an when required.
24. 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.
25. 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.
26. 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 along with a name tag.
 - vi. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
 - vii. The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and CIPET and for meeting other statutory and non-statutory benefits/obligations. A copy of the all statutory levies paid by the contractor should be submitted to the Warden.
 - viii. 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, otherwise bills will not be paid.
 - ix. It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank.
27. 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.
 28. The Principal Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.
 29. Hostel Management 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.
 30. 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 Hostel Management Committee.

31. 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.
32. 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 licenser, 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.
- 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.

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

Principal Director & Head
CIPET: IPT, Bhubaneswar

TECHNICAL BID

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. (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.20 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 Mess for not less than 100-150 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.	Demand Draft No of E-Tender Fee of Rs. 1180/-	
19.	Demand Draft No of EMD of Rs. 50,000/-	
20.	MSME/NSIC Certificate	
21.	No Blacklisting Declaration	
22.	Performance Certificate(Copy enclosed)	
23.	List of Customers(Including Local) with contact details (enclose copy):	
24.	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

Annexure-I

SPECIFICATION OF THE FOOD ITEMS TO BE PROVIDED TO THE STUDENTS

1. Butter: 5gms
 2. Bread: 4-slises
 3. Jam: 10gms
 4. Banana: 1 per person (ripened)
 5. Curd: The density must be more than 1.75kg/litre
 6. Raita: Curd quality as specified above along with finely chopped onion, cucumber and tomato.
 7. In Potato Spinach, the ratio of potato to spinach must be equal.
 8. Poori must be fried in refined oil and must have at least 10cm diameter.
 9. Aloo Paratha must be fully stuffed and must be at least 15cm in diameter.
 10. Bread Omelet: 1 Set of Bread Omelet must consist of 2 slices of bread and 1 egg.
 11. Sandwich: Grilled Sandwich with vegetable stuffing and stuffing must not be less than 75gms
 12. Salad: Must contain Onion, Tomato, Cucumber, and Carrot with minimum amount of 100gms per person.
 13. Chapathi: Must be "Well baked" and should be of at least 15cm diameter. Should be made from wheat flour only. No maida should be added.
 14. Palak paneer and paneer butter masala: A minimum quantity of 25gms of paneer should be served per person.
 15. All dal items : must have minimum density of 1.4 kg per litre.
 16. Vegetable mix: A minimum quantity of total 75 gm of all vegetables (in equal quantities) must be present in mixed vegetable curry
 17. Cauliflower : A minimum quantity of 50gms of cauliflower must be present in Gobi Manchurian.
 18. Ladies finger: A minimum quantity of 75gms of ladies finger must be present in all ladies finger dishes.
 19. Aloo mutter masala and gobi masala: A minimum quantity of 125 gms (ingredients in equal quantities) must be present in it per serving.
 20. Biryani: Basmati rice should be used for making biriyani. It must atleast contain soyabean, carrot, beans, with minimum quantity of 75gms.
 21. Samosa: Weight of each should not be less than 80gms
 22. Veg cutlet: minimum 75gms per person.
 23. Rasmalai : minimum quantity of 50gms per person, RASAGULLA AND GULAB JAMUN: minimum quantity of 50gms per person
 24. LADDU: minimum quantity of 50gms per person.
 25. Sambar: pulses must be enough to have density more than 1.25 kg/ litre.
 26. Rajma: equivalent to 75gms pulse per person along with viscous gravy.
 27. Gobi Manchurian, channa masala: 100 gms per person.
 28. Babycorn fry: it must be 75gms per person.
 29. Fruit custard: highly viscous and 75 gms fruit per person.
 30. Non Veg Item-2 Egg, 3Pcs Chickn, 3Pcs Mutton, 2Pcs Fish.
- All the fruits added must be fresh and in equal quantities. The contractor may use any other approved brands only if permitted by the Catering Committee, in writing. In such case the contractor will submit two or three brands for each grocery item and the Catering Committee will select the brands for cooking. I/We agree to provide catering services as per the above menu.

Place:

Signature of the tenderer with seal

ANNEXURE – II

PERMISSIBLE BRANDS OF CONSUMABLES ITEM	BRAND
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/mess committee/Hostel warden of the institute.

Signature of Contractor with Seal

Annexure-III

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.

(Signature of Bidder)

Name & Designation Seal of the firm

Place:_____

Date:_____

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-V

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.

Sr. No.	Financial Year	Annual Turnover (in Lakhs)
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):_____

FINANCIAL BID (For Students Mess)

(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 Cum Mess Services – Reg.

Dear Sir,

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

1. For Boys & Girls Hostel Mess.

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

☐ Lunch & Dinner (Unlimited) for student- Chapattis, Rice, Dal/ Gravy Curry, seasonal sabji, Salad & Pickle.

☐ Tea: 100 ml

☐ Break Fast per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sandwich/ Cutlet	Idli (standard size) (04 Nos) Saambar	Aloo Paratha (standard size) 02 Nos. with pickle/curd	Upma/Poha - 200 gm with pickle	Vada/Samos a/ Kachori (02 Nos.) Saambar/ Chutney	Aloo Paratha 02 Nos. with Curd	Aloo Curry & Poori (standard size) 06 Nos. with pickle

* The Menu mentioned above is just indicative. Contractor may propose daily menu & the same has to be approved by CIPET Canteen Committee.

Note: Last Sunday of every month –Special Lunch & Evening Light food.

Authorized Signatory of the Bidders with Seal

Annexure-B

FINANCIAL BID (For Staff Canteen)

(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 Cum Mess Services – Reg.

Dear Sir,

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

1. For Staff Canteen.

S. No.	Description	Rate (Daily for Staff)	Rate (Monthly for Staff)
1	Tea (2 Times)		
2	Break Fast		
3	Lunch		

☐ Lunch (Unlimited) for Staff- Chapattis, Rice, Dal/ Gravy Curry, seasonal sabji, Salad & Pickle.

☐ Tea: 100 ml

☐ Break Fast per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sandwich/ Cutlet	Idli (standard size) (04 Nos) Saambar	Aloo Paratha (standard size) 02 Nos. with pickle/curd	Upma/Poha - 200 gm with pickle	Vada/Samosa / Kachori (02 Nos.) Saambar/ Chutney	Aloo Paratha 02 Nos. with Curd

* The Menu mentioned above is just indicative. Contractor may propose daily menu & the same has to be approved by CIPET Canteen Committee.

Note: Every Friday - Feast/Special Lunch.

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.

DECLARATION

- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Hostel Management committee after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel CIPET management 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 inclusive of service 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

Annexure-B

Financial Bid: Rates of items for Guests & Others for Canteen

Item	Quantity	Rate(Rs.)
Tea	150 ml	
Coffee (Nescafe)	150 ml	
Shakes(Mango, Banana & Chikoo)	150 ml	
	300ml	
Pastry	Each	
Patties with Sauce(Veg)	Each	
Sandwich	Each	
Burger	Each	
Cutlet	Each	
Bread Jam	4 Slices	
Bread Butter	4 Slices	
Bread Omelete	2 Slices	
Mineral Water(Aquafina, Bislery/ Kinley), Cold Drinks, Ice Cream & Snack Packets etc.	As per MRP	
Chowmein/Maggie	Full plate/ half plate	
Pizza	Full/ Half	
Sweet: Motichur Laddu/ Rasgulla/Gulabjamun Rasmalai Barfi/Kajukatli	Each	

The Contractor is free to add any items in the Students Canteen after taking prior approval of items and price from the concerned authority of CIPET: IPT,BHUBANESWAR .

1. The final Menu will be fixed-up by Mess committee.

Note: Please attach extra sheet for the items that you can provide.

Rates quoted are expected to be below MRP wherever MRP is relevant. For other items prices may be as economical as possible.

Place:.....

Date:.....

Seal & signature of Bidder

Name:.....

Address:.....

.....

.....

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) and also forfeiting of my/our security deposit.

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:.....

.....

.....