



**CIPET: CENTER FOR SKILLING AND TECHNICAL
SUPPORT-MYSURU**

**E-TENDER
BIDDING DOCUMENT FOR OUTSOURCING OF
CATERING SERVICES AT HOSTEL
AT CIPET: CSTS, MYSURU**

**ONLINE TENDER NO.
CIPET:CSTS/Mysuru/HMC/2021/01**

LAST DATE FOR SUBMISSION OF ONLINE BIDS: 15.02.2021

CIPET: CSTS

437/A, HEBBAL INDUSTRIAL AREA, MYSURU- 570016

Department of Chemicals & Petrochemicals

Ministry of Chemicals & Fertilizers

Email: cipetmys1@gmail.com.

Phone: 0821-2510618

Website: www.cipet.gov.in



CIPET: CSTS-MYSURU
(Dept. of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)
437/A, Hebbal Industrial Area Mysuru,-570016
Phone: 0821-2510618
E-mail: cipetmys1@gmail.com.
Web: www.cipet.gov.in

CIPET: CSTS/MYS/HMS/2021/01
25.01.2021

Date:

Online tender, (two bid system – technical and financial) are invited from reputed contractors/ service providers for rendering Hostel Catering Services at hostel (Girls & Boys) (LTC&STC) at CIPET: CSTS- MYSURU.

Sl. No	Description of work	Period of the contact	EMD (Rs.)	Cost of Tender forms (in Rs.)	
				Tender Cost Including GST*	Online Processing fees*
1	Tender document for rendering Catering Services at hostel (Girls & Boys) (LTC&STC) at CIPET: CSTS, Mysuru.	12 Months	Rs. 1,50,000 (in the form of demand draft from any nationalized bank in favor of CIPET, Mysuru or Online payment CIPET A/c No.30759381669 IFSC Code No. SBIN0006555 Hebbal Branch.	1180/- *Cost of Fees shall be paid online.	580/- *Cost of Fees shall be paid online.

- Interested and eligible bidders may view and download tender documents from CIPET's 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. The bidders are also requested to submit a hard copy of the online technical bid duly sealed and signed to the Director & Head, CIPET: CSTS, 437/A, Hebbal Industrial Area, Mysuru-570016 on or before 15.02.2021, 15.00 Hrs.

2. The Tenderers have to digitally sign their bids before submitting the bids online thus the tenderers are requested to obtain Digital Certificates.
3. Tender documents are available in our e-tendering website www.tenderwizard.com/CIPET which can be downloaded from 25.01.2021 to 15.02.2021 up to 15.00 Hrs.
4. The tenders are required to be submitted physically as per dates Indicated in key dates. The physical Envelope should contain all necessary documents as mentioned in "Essential documents for the Bid-I" by speed post / hand only to the CIPET: CSTS, 437/ A Hebbal Industrial Area ,Mysuru-570016
5. Tender cost of Rs.1180/- including GST (Non-refundable).
6. Tenderer which qualifies the technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. CIPET: CSTS-Mysuru, reserves the right to reject any or all the tenders received without assigning any reason(s) thereof.

Technical Document

Kindly upload scan copies of the document in portal & submit physical copy of the documents in CIPET: CSTS, Mysuru office on or before 14.02.2021, 15.00 hours.

Online Tender Schedule:

Advertisement Release on: 25.01.2021
 Last date for Bids submission: 15.02.2021, 15.00 hours
 Technical Bid opening on: 15.02.2021, 16.30 hours
 Financial Bid opening on after the evaluation of technical bid.

For Technical Support

Name of the Service Provider: KEONICS

Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Mysuru): Mr.Madhan	Mobile: 9941947400 E-mail:madhans19@gmail.com	For, Vendor registration/ DSC/any other issue/ Regarding e-Tender Process, please contact KEONICS as

**TENDER FOR MESS CONTRACT FOR PROVIDING SERVICE AT
HOSTEL (BOYS & GIRLS) (LTC&STA) AT CIPET: CSTS, HEBBAL
INDUSTRIAL AREA, MYSURU-570016.**

**CALL FOR MESS CONTRACT FOR PROVIDING CATERING SERVICES AT HOSTEL
(GIRLS & BOYS) (LTC&STC) AT CIPET: CSTS, MYSURU.**

CIPET Centre for skilling and technical support invites Tender for providing catering and hospitality services for its existing Hostel students (boys & girls) (LTC&STC). The intending firms should have proven track record of running and maintaining similar type of services in a large reputed institution/organization or providing services for Hostel Mess and or canteen of a large in any Government Organization.

Interested service providers may send their bids with complete details of their work performed in the last three years along with contact details of the organization served, so as to reach the address given below latest by **15.02.2021 up to 03.00 p.m.**

Sealed tenders are invited in the prescribed format of Annexure "A" to Annexure "D" for providing service at CIPET boys & Girls (LTC&STC) hostel mess. Interested caterers having PAN and GST Numbers with sufficient experience in providing service for canteen /hostel mess are eligible to quote. Tender form can be downloaded from our website must be accompanied by a Demand Draft/Banker's Cheque for Rs.1180/- as Cost of Tender forms. www.cipet.gov.in. The tender must be accompanied by a Demand Draft/Banker's Cheque for Rs.1,50,000/- as Earnest Money. The EMD will be refunded to unsuccessful bidders. In the case of successful bidder the EMD will be adjusted against the security deposit of Rs.1,50,000/- payable by the bidder.

Completed tender documents should be uploaded in the tender wizard and the EMD amount should be deposited to CIPET: CSTS Mysuru Account. Acc. Number 30759381669, State Bank of India, IFSC code SBIN0006555, Hebbal Industrial Area Branch **latest by 15.00 hrs. Of 15.02.2021.**

The rates to be quoted for mess menu should be mentioned in **the price bid**. The facility in the existent form is proposed to be extended to the caterer who is awarded with the contract of running the Hostel Mess. Upkeep & maintenance of the utensils/articles/furniture being the responsibility of the contractor, any loss/damage to them will have to be made good by him at his cost. Caterers has to bring his own utensils /articles required for cooking CIPET: CSTS-Mysuru does not provide any utensils and in case loss, CIPET: CSTS-MYSURU is not responsible.

The tender will be treated as non-responsive if the tender form is not in the prescribed format or the following documents are not attached:-

- (a) List of client/s during last 3 years.
- (b) Copy of PAN Card & GST Number

- (c) EMD of Rs.1, 50, 000/- by RTGS / NEFT along with tender cost of Rs.1180 and online processing fees of Rs 580/-to be paid.

The Institute will short list the service provider agencies based on the inputs provided in Hostel Mess by the agencies. Inspection of the caterer's work sites by official of the Institute, if required, will be undertaken.

The tender should be accompanied with Non-refundable application fees of Rs.1180/- through Demand Draft. **The draft is to be made in favour of CIPET Mysuru payable at Mysuru.**

The successful bidder will have to deposit performance security of Rs.1, 50,000 in favour of CIPET Mysuru in term of DD/FD

CIPET Hostel Mess has to provide services to Students/ participants of National meetings and workshop. Currently, the capacity of existing boys hostel (LTC&STC) is 250 to a maximum of 500 and girls hostel (LTC&STC) is 80 (approximately).

Scope of the work:

- 1) Providing tea/coffee/cold drinks/soft drinks/packed food items at the rates as decided by the Institute and agreed by the service provider, to the students.
- 2) Providing good quality fresh basic eatables that require only limited space for preparation and only such equipment as microwave oven, electric appliances, toasters, refrigerators, vending machine etc., for cooking and preservation.
- 3) Providing the services at the Hostel on all the days, as required by the Institute.

Note: (i) The Institute and Hostel and its buildings is non-smoking zone. The service provider will ensure that he himself and all his staff employed adhere to the non-smoking norms.

(ii) Sale and supply of Cigarette/Bidi/Gutka/Pan/Pan Masala/Tobacco/Liquor and other alcoholic beverages/Narcotics/intoxicating material are strictly prohibited.

Obligations of the Institute:

- (i) Institute provides rent-free limited space for storage of items and operation of the Hostel. The service provider will be required to set up the facilities required for providing good services to the Institute at his own cost.
- (ii) Institute provide furniture to the service provider for dining purpose.

Qualification Criteria.

- (i) **The service provider should have in the business of Running Hostel Mess to educational Institute at least for 2 years with minimum inmate of 300 persons at a Time regularly during the period.**
- (ii) **The average annual Turnover of the service provider during the last three financial years should at least be Rs. 1 Crores.**
- (iii) **The Service provider should have in FSSAI (Food Safety and Standards Authority of India Registration) valid Certificate. An ISO Certificate is desirable.**
- (iv) **Bidder register under Micro & Small enterprises (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will be considered for relaxation of EMD. NSIC Certificate**

will be considered for relaxation of EMD. (e) Bidder register under Micro & Small enterprise (MSEs) will be considered only for relaxation of EMD not for Tender fees.

Annexure A

CIPET: Centre for skilling and technical support, Mysuru

Tender for service providing at CIPET-Hostel (LTC&STC)-Technical Bid

S No	Particulars	
1	Profile of Service Provider	Caterer or Hotelier (strike out whichever is not applicable)
2	Name	
3	Address in full	
4	Telephone/ Mobile no.	
5	Fax, Email	
6	Month and year of establishment	
7	Name of Proprietor/Partner	
8	Annual turnover during the last 3 years	
9	Whether the firm is income-tax assessmened If yes please give the details of PAN No. and copy of the latest Assessment order.	
10	Registration No., if applicable	
11	EPF No. ESI No.	
12	Details of Infrastructure, persons employed, no. of offices/branches available with the service provider	
13	GST No.	
14	Name of at least 2 references of repute with address and telephone nos. (Enclose their Certificate).	
15	DD/Banker's Cheque No. & Date towards EMD	

Note: Attach extra sheet if required.

Place:
Date:

Signature of the Caterer/ Hotelier

Official Seal

Annexure B

1. Details of previous contracts:
(Letter from the organization should be submitted along with this)

Period of contract		Name & Address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual)	Rate per Day (Incl of taxes)
From	To					

2. Details of Present contracts, if any, of similar nature being rendered by you (that will be available for inspection by our officials)

Period of contract		Name & Address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual)
From	To				

N.B. This can also type separately and may be attached.

Place:

Signature

Name of the Caterer/

Date:

Hotelier

Annexure C

CERTIFICATE OF ETHICAL PRACTICES

1. I/We assure that neither I/We nor any of my/our workers will not do any act/s, which are improper/ illegal during the execution of the contract awarded to us.
2. Neither I/We nor anybody on my/our behalf will not indulge in any corrupt activities/practices in my/our dealing with the institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. I/We hereby undertake that neither our firm nor any of our sister concerns have not been block listed by any of the State/Central Government or organizations, Public sector undertakings.

Place:

Signature

Name of the Caterer/

Date:

Hotelier

Official Seal

List of documents enclosed:-

- 1.
- 2.
- 3.
- 4.
- 5.

PROFORMA FOR PERFORMANCE STATEMENT

(For Mess Contract)

Name of the Contractor

Name of the Organization/Institute with address to whom Mess facility is provided	Order No and date	Number of Students/Employees per day	Rate Per Day	Date of Starting the Contract	Date of closing of Contract	Remarks

Signature and Seal of the Bidder

TERMS & CONDITIONS FOR HOSTEL MESS

1. The rate quote includes cost of provisions, cost of vegetable, cost of gas refilling salaries to mess workers and maintenance.
2. The contract will come into force from 01.03.2021.
3. Water, Electricity, Lighting will be provided by CIPET.
4. Minimum no. of days for mess out is 10 (TEN) days per semester per students.
5. Necessary entries shall be made in the mess card for billing purpose by contractor.
6. No advance payment will be paid for running the mess.
7. Payment will be collected from accounts department before 10th of subsequent month and proper receipt should be issued.
8. Contractor shall keep the entire infrastructure in good conditions & shall be returned intact at the time of termination of contract of the hostel.
9. The required utensils, gas cylinders for managing canteen has to be borne by the contractor for use & the same shall be returned at the time of ending contract. Repairs if any shall be carried out by the contractor.
10. The contract may be terminated 30 days' notice in advance by the both the parties.
11. Contractor shall have to provide sufficient manpower to supply food in hostel. He shall make all such arrangement to run the mess is smooth condition and the Contractor has to arrange Housekeeping and clearing personnel in Kitchen and Dining Hall.
12. A Mess Managing Committee under supervision of CIPET: CSTS-MYSURU management will monitor the mess, quality of food etc. & suggestions for improvement, if any.
13. Contractor shall not entertain outsiders other than mess staff inside the hostel premises. He shall not use the premises / infrastructure for any other commercial activities.

14. Contractor shall use the approved qualities of material of reputed brand. (As enclosed)
15. In case of any deviation in the menu quoted, money shall be deducted proportionality from the bill claimed.
16. Extra items will be charged after approval of Rate by the Mess Managing Committee.
17. Continuation of contract is subject to adherence of quality, rate timing etc.
18. The contractor shall not increase the quoted rate within the contract period.
19. Any major repairs in infrastructure shall be brought to the notice of concerned authorities for necessary action.
20. Hygienic, fresh food and the items prepared as per the menu list (enclosed) shall be served at all time.
21. Prior approval of CIPET Management and General Committee have to be obtained for any change in menu. All the items shall be prepared in-house.
22. Each page of the Bid document and papers submitted along with should be numbered signed and stamped by the authorized signatory in acceptance of terms and condition laid down by CIPET. The Director of CIPET-Mysuru
23. If any drastic reduction in the prices of material, revision on the rate may be considered.
24. The contractor should not involve with students activities at the Hostel.
25. The contractor shall deposit a sum of Rs.1, 50,000/- with the institute as security deposit. The security deposit shall be returned to the contractor at the end of it, subject to deduction or forfeiture on account of institute dues/employee dues/return of thefts/damages, etc. The deposit will be on no interest so long as it is retained by CIPET.
26. The liability for compensation for cooks, helpers, suppliers shall be that of contractor and the contractor is held responsible.

27. In case of any poison in food or any loss to the student life due to food poison, the contractor will be at the sole responsibility and loss has to be made good by them, unless otherwise proved that it was not their liability.
28. The contractor shall supervise the cooking and helping personnel adequately and ensure good hygienic food is served to the students.
29. The institute may with written constant of the contractor extend the period of contract if necessary.
30. With regard to the interpretation of the terms & conditions of this contract or any other disputes the decision of the Director & Head, CIPET: Mysuru shall be final.
31. Mysuru is the jurisdiction for settlement of all legal disputes.
32. No bidder will be allowed to withdraw after submission of their bids within the bid holding period, otherwise EMD submitted by the bidder firm would stand forfeited.
33. In case the successful bidder declines the offer of contract, for whatsoever res his EMD shall be forfeited.

Please acknowledge receipt of this letter and signify your acceptance thereto.

Date:

Signature

Place:

Name of the Contractor

Address:

S.No	Name of the Item	Brand
1	Salt	Tata / Annapoorna/ catch/ saffola/ Nature Fresh
2	spices	MDH Masala/ Badshah/ Everest
3	ketchup	Maggi/ Kissan/ Tops
4	oil	Sunflower/ sundrops/ saffola/ fortune/ Natural
5	pickle	Mother receipe/ priya/ MTR / Tops/ Pachranga
6	Atta	Ashirvad/ Pillsbury/ Annapurna/
7	Rice	Dawat/ Kohinoor/ Indigate
8	Instant Noodles	Top raman/ Maggi
9	Pappad	Oswal/ Popular/ Anil
10	Butter	Ammul/ Britannia/ Mother Diary
11	Bread	Britannia/ Modern
12	cornflakes	Kellogs or equivalent
13	Jam	Kissan/ Ohms
14	Ghee	Nandini/ Mother Diary/ Amul
15	Milk	Nandini / Amul / Aavin
16	Paneer	AMUL Or equivalent
17	tea	3 roses/ broke bond/ tajmahal
18	Coffee	Bru/ nescafe or equivalent
19	Icecream	Amul/ Nandini

Brand/Standard of consumables items to be used

The canteen operator may use any other standard/FPO approved Brands only if permitted by the mess committee of CIPET; CSTS-Mysuru

Name:

Address:

Email:

Seal:

FOOD MENU FOR HOSTEL (BOYS & GIRLS) (LONG TERM COURSE & SHORT TERM COURSE) CIPET: CSTS, MYSURU

MONDAY			
COURSE	BREAKFAST	LUNCH	DINNER
LTC	LEMON RICE, CHETNY	CHAPATHI - 4, RICE, DAL, LADIES FINGER CURRY, PAPAD, PICKLE	CHAPATHI - 4, RICE, DAL, POTATO CURRY, PICKLE
STC	LEMON RICE, CHETNY	CHAPATHI - 2, RICE, LADIES FINGER CURRY, SAMBER, (PUMPKIN GUARD(SOREKAI/MOOLANGI)PAPAD, PICKLE	CHAPATHI - 2, RICE, SAMBAR, POTATO CURRY, PICKLE
TUESDAY			
COURSE	BREAKFAST	LUNCH	DINNER
LTC	GOBI PAROTA, TOMATO SAUCE	CHAPATHI - 4, RICE, DAL, BLACK CHANNA CURRY, PAPAD, PICKLE	CHAPATHI - 4, RICE, DAL, SOYA MEAL MAKER CURRY, PICKLE
STC	TOMATO RICE, CHETNEY/RAITHA	CHAPATHI - 2, RICE, SAMBAR(NOOKOL(GEDDEKOS) CARROT/BEANS), BLACK CHANNA CURRY, PAPAD, PICKLE	CHAPATHI - 2, RICE, SAMBAR, SOYA MEAL MAKER CURRY, PICKLE
WEDNESDAY			
COURSE	BREAKFAST	LUNCH	DINNER
LTC	ALLU PAROTA, TOMATO SAUCE	CHAPATHI - 4, RICE, DAL, BRINJAL(BADANEKA) AND POTATO CURRY, PAPAD, PICKLE	CHAPATHI - 4, RICE, DAL, BRINJAL OR VEGITABLE CURRY, EGG -2 OR BANANA-2 NOS, PICKLE
STC	UPMA, KESARIBATH, CHETNY	CHAPATHI - 2, RICE, DAL, BRINJAL(BADANEKA) AND POTATO CURRY, RASAM, PAPAD, PICKLE	CHAPATHI - 2, RICE, SAMBAR, BRINJAL OR VEGITABLE CURRY, EGG -2 OR BANANA-2 NOS, PICKLE

THURSDAY

COURSE	BREAKFAST	LUNCH	DINNER
LTC	CHAPATI -4, DRY POTATO	CHAPATHI - 4, RICE, DAL, BRINJAL(BADANEKA) AND POTATO CURRY, PAPAD, PICKLE	PURI-4,RICE, DAL, BLACK CHENNA OR VEGITABLE CURRY, PICKLE
STC	VEGITABLE BATH, CHETNEY/RAITHA	CHAPATHI - 2, RICE, BRINJAL(BADANEKA) AND POTATO CURRY,RASAM, PAPAD, PICKLE	PURI-2, RICE,RASAM, BLACK CHENNA OR VEGITABLE CURRY, PICKLE

FRIDAY

COURSE	BREAKFAST	LUNCH	DINNER
LTC	PURI-4 NOS, POTATO CURRY OR CHENNA CURRY	CHAPATHI - 4, RICE, DAL, GREEN BEAS CURRY OR BRINJAL(BADANEKA) CURRY, JAMUN,PAPAD, PICKLE	CHAPATHI - 4, RICE, DAL, CABAGE(YELE KOSU) CURRY, PICKLE
STC	PURI-4 NOS, POTATO CURRY OR CHENNA CURRY	CHAPATHI - 2, RICE, SAMBAR, GREEN BEAS CURRY OR BRINJAL(BADANEKA) CURRY,PAPAD, PICKLE	CHAPATHI - 2, RICE, SAMBAR, CABAGE(YELE KOSU) CURRY, PICKLE

SATURDAY

COURSE	BREAKFAST	LUNCH	DINNER
LTC	PURI-4 NOS, ALLU CURRY	CHAPATHI - 4, RICE, DAL, GREEN BEAS CURRY PAPAD, PICKLE	CHAPATHI - 4, RICE, DAL, MIXTED VEGITABLE CURRY OR PORATO CURRY, PICKLE
STC	LEMON RICE OR COLOR RICE, CHETNY	CHAPATHI - 2, RICE, RASAM, GREEN BEAS CURRY PAPAD, PICKLE	CHAPATHI - 2, RICE, SAMBAR, MIXTED VEGITABLE CURRY OR PORATO CURRY, PICKLE

SUNDAY

COURSE	BREAKFAST	LUNCH	DINNER
LTC	PURI OR CHAPATHI- 4 NOS, CHENNA CURRY	CHAPATHI - 4, RICE, DAL, POTATO CURRY, PAPAD, PICKLE	CHAPATHI - 4, RICE, DAL, PANEER CURRY, PICKLE
STC	PURI OR CHAPATHI- 4 NOS, CHENNA CURRY	VEGITABLE BATH, CURD RICE, RAITHA OR POTATO CURRY	CHAPATHI - 2, RICE, SAMBAR, MIXED VIGITABLE CURRY, PICKLE

Director & Head