



केन्द्रीय पेट्रोसायन अ भयांत्रिकी एवं प्रौद्यो गकी संस्थान ( सपेट)  
CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)  
सपेट : आई.पी.टी- मुरथल / CIPET: IPT-MURTHAL  
(रसायन एवं पेट्रोसायन वभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)  
**50** वां माइल स्टोन, डी सी आर यू एस टी कैपस, मुरथल , सोनीपत , हरियाणा **-131039**  
दुरभाष : 0130-2203000, ई-मेल: [murthal@cipet.gov.in](mailto:murthal@cipet.gov.in)  
Canteen/ Mess Services

**Bid Number/बोली क्रमांक (बिड संख्या):GEM/2024/B/4662344Dated/दिनांक : 22-02-2024**

आवश्यक दस्तावेज/ **Important Document**

अपात्रता या अपेक्षित दस्तावेज प्रस्तुत न करने की स्थिति में बोली अस्वीकार की जा सकती है।

Bid is liable to be rejected in case of non-eligibility or non-submission of the requisite documents  
दस्तावेजों को निम्नलिखित अनुक्रम के अनुसार अपलोड किया जाना चाहिए।

**Documents should be uploaded as per following sequence.**

नोट: नीचे दिए गए सभी दस्तावेज केवल पीडीएफ प्रारूप में अपलोड किए जाने हैं।

**Note: All the below mentioned documents are to be uploaded in PDF format only.**

Sl. No	Particular												
1	Details of Earnest Money Deposit (EMD); <b><u>EMD shall be Transferred via NEFT mode to:</u></b> <b>EMD Amount: Rs. 50,000/-</b> Account Name: CIPET Murthal Branch: Punjab National Bank, Murthal, Sonipat Bank: Punjab National Bank, Account No: 3138002100010243 IFSC code: PUNB0767300 <b><u>NOTE:</u></b> Bidder registered under Micro & Small Enterprise (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 only (Documentary proof/ certificates shall be uploaded) .												
2	Valid license copy of registration of the firm /company												
3	Valid copy of Established office in Haryana/Delhi NCR (Preference will be given to the agency having established office in Sonipat, Haryana )												
4	Valid copy Goods and Services Tax (GST) registration												
5	Valid copy Permanent Account Number (PAN)												
6	Valid copy Provident Fund (PF) registration												
7	Valid copy Employees' State Insurance registration'												
8	Valid copy of Food licence & FSSAI Registration												
9	Work orders issued by Govt. organisations for similar work in the last 3 years (2020-21, 2021-22 and 2022-23).												
10	Experience Certificate: The prospective bidder should have successfully carried out catering services to Hostel Canteen Cum Mess for Minimum 100 persons/users on a normal working day in a single unit for a continuous period of Six Month during the last three years at the reputed State. Govt./Central Govt./PSU/Autonomous bodies. OR Work done/ completion certificate of similar work in the last 3 years (2020-21, 2021-22 and 2022-23).												
11	Profit & Loss/ Income & Expenditure should be enclosed with Income Tax Returns for the following year: <table><tr><th>Sl. No</th><th>Financial Year (FY)</th><th>Remark</th></tr><tr><td>1</td><td>01-04-20 to 31-03-21</td><td>Income Tax Returns compulsory</td></tr><tr><td>2</td><td>01-04-21 to 31-03-22</td><td>Income Tax Returns compulsory</td></tr><tr><td>3</td><td>01-04-22 to 31-03-23</td><td>Income Tax Returns or Audited Balance sheet.</td></tr></table>	Sl. No	Financial Year (FY)	Remark	1	01-04-20 to 31-03-21	Income Tax Returns compulsory	2	01-04-21 to 31-03-22	Income Tax Returns compulsory	3	01-04-22 to 31-03-23	Income Tax Returns or Audited Balance sheet.
Sl. No	Financial Year (FY)	Remark											
1	01-04-20 to 31-03-21	Income Tax Returns compulsory											
2	01-04-21 to 31-03-22	Income Tax Returns compulsory											
3	01-04-22 to 31-03-23	Income Tax Returns or Audited Balance sheet.											
12	Balance sheet should be enclosed for the last three year (F.Y.2020-21 to F.Y.2022-23).												
13	Minimum Average Turnover of the bidder should be Rs. 2 Crore in the last three year (F.Y.2020-21 to F.Y.2022-23) and a Turnover certificate from a practising chartered accountant (CA) should be attached.												
14	Self-Declaration Certificate (as per Annexure – VII & VIII) on company letter head should be attached.												

**ELIGIBILITY AND SELECTION CRITERIA**

1. A registered company, firm, proprietor or agency having:
  - a. At least 3 years satisfactory experience of running Hostel Mess where regular canteen services are being rendered.
  - b. Minimum Annual Average Turnover of Rs. 2 crore (Rupees Two Crore Only) during the last three financial years (2020-21, 2021-22 & 2022-23).
  - c. The prospective bidder should have successfully carried out canteen services to **Hostel Mess of College/School/Institute/Organization** for 100-200 students/workforce on a normal working day in a single unit for a continuous period of one year during the last three financial years(w.e.f. 01 April 2020).
2. The Tenderer should have valid PAN number, G.S.T, PF & ESI registration, Food License certificate (FSSAI).
3. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
4. The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
5. Certificate of registration, memorandum & article of association of company, MOU/Deed in case of partnership firm etc. must be attached.
6. The Tenderer without the qualifications as mentioned at Sl. No.1 to 5 above and without all required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
7. 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.
8. The contract for Canteen Services shall remain valid initially for a period of One year. However, in order to evaluate the performance and services of the Contractor, the contract will be engaged on trail period of 03 months. The contract for the remaining 09 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the trial period. The one-year contract period is subject to renewal by the Institute on satisfactory performance and as per mutually agreed terms and conditions. This contract period shall be extended for a maximum period of 03 years on year on year basis.
9. The bidder must follow the tender as published; any modification /change /alteration shall lead to disqualification.
10. **The Successful bidder shall deposit an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) against security deposit.**
11. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same.

12. Selection Process:

Bids shall be evaluated on the basis of following Parameters (30:70) as mentioned in the GeM bid document:

S.No	Basis of Marks(Total Marks 100)	Allocation
1.	Average Turnover in last three F.Y 50 lakh to 1 Crore 1 Crore to 2 Crore More than 2 Crore	12 13 15
2.	Quality Service Award/Certificate of recommendation to participate in this bid from state/central government bodies 1-3 3 and above	12 15
3.	Total year of experience in the field of catering services to state/central government bodies 1-5 6-10 11-15	12 13 15
4.	Number of catering service contract in state/central government bodies which had been awarded to the firm during last 10 years 01-05 05-10 Above 10	12 15 20
5.	EPF deposited by the bidder in the previous month of publishing of tender 50-150 151-200 201 above	12 13 15
6.	SOP/Working Plan Methodology through Interview/Presentation (To ensure quality food, mess hygiene)	15
7.	Complain Resolution System(To ensure good service throughout the year)(Through Interview/presentation)	05

### TERMS AND CONDITIONS

1. The Canteen Contractor and Canteen Staff shall be experience and properly trained in Canteen works and in the age group of **18-50 years** and should be able to communicate in Hindi & English.
2. **Bill will be paid to the contractor as per the actual (daily) attendance basis and the taking of the attendance will be the sole responsibility of the contractor in concurrence with hostel warden.**
3. The current strength of the hostel inmates is 100 nos. approx., this may be increase or decrease by the time of admission/ closure of semester.
4. **The contract will be assigned to the “L1” party of Hostel mess bidder and he will be liable to serve cafeteria items on the “L1” rates, which will be decided after the opening of both financial bids. Staff Canteen/ Cafeteria should be operated by the bidder for staff/day-scholars/visitors in the area specified by the CIPET Administration.**
5. Agency shall be ensuring that no Canteen Staff shall leave Canteen unless and until next reliever arrives at Canteen.
6. Agency/ Contractor is responsible to provide all the utensils etc. to the best of their capacity.
7. The number of Canteen staff as per CIPET instruction shall be engaged on duty by Catering agency for work at the aforesaid premises of CIPET. If the number is less due to illness, leave, transfer or any other reason whatsoever, the catering agency is bound to provide their replacement immediately to meet the required number of staff as per instruction.
8. Catering agency shall be at liberty to transfer any person engaged by Catering agency to/from CIPET for reasons as Catering agency feels fit. The Canteen staff provided by Catering agency at CIPET premises shall for all purpose be deemed to be the employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following conditions:
  - a. CIPET may request Catering agency to remove any particular person or persons of Catering agency, from the premises of CIPET and it shall be complied with forthwith.
  - b. Catering agency shall be responsible for the compliance of police verification for their staff; relevant document shall be submitted to CIPET. This shall be applicable to all the staff engaged by agency (Regular/ Replacement).
9. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the Canteen 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 Bonus Act, payment of wages act etc. all such liabilities if any, shall be discharged by Catering agency. If catering agency fails to pay such liability the payment will be adjusted from their security deposit. If CIPET is made to pay any amount under the written orders of any authority under laws for the acts of Catering Agency, then the amount shall be reimbursed by catering agency to the extent of such payments to CIPET, provided, 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 such information and inspection of such document as CIPET has, in such connection, with it.
10. **Statutory Requirement /obligation:** All statutory rules, like Minimum Wages, (EPF) Act, ESI Act, Bonus Act etc., as applicable for engagement of labors on daily wage are to be followed strictly by the contractor as per the Government norms.
11. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose penalty or cancel the contract.
12. The agency shall supply the skilled and experience Manpower of Canteen staff as per the requirement.
13. **Earnest Money Deposit (EMD):**
  - a. Bidder register under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME will be considered for relaxation of EMD.
  - b. The EMD of unsuccessful bidder shall be returned.
  - c. Earnest Money Deposit amount of Rs. 50,000/- (Rs. Fifty Thousand only) shall be forfeited:
    - i. If agency refuses to pay Security Deposit within 07 working day after the acceptance of the Bid.
    - ii. Fails to fulfill implementation of the requirements of the tenders.

**14. Security Deposit (SD):**

- a. The successful/ qualified bidder (L1), in both technical & financial bid, has to deposit the Security deposit (valid for period of Contract) for Rs. 2,00,000/- (Rs. Two Lakh only).
  - b. The security Deposit Amount should be deposited within 07 working day after the acceptance of the bid.
  - c. The security deposit will be returned within three-month time from the end of the contract period without interest, if there are no pending issues against the contractor.
15. The qualified & successful bidder has to enter into an agreement (**Annexure IV**) along with CIPET: IPT, Murthal on Rs. 100/- notarized stamp paper. The expenses towards the preparation of Agreement (Stamps, Notary etc.) shall be borne by the Catering agency.
16. The qualified & successful bidder has to submit the affidavit (**Annexure IX**) to CIPET: IPT, Murthal on Rs. 100/- notarized stamp paper. The expenses towards the preparation of Agreement (Stamps, Notary etc.) shall be borne by the Catering agency
17. 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.
18. In case, any theft or pilferage is detected and the same is due to negligence/ carelessness or connivance of Canteen personnel of Catering agency then the cost of loss or damage thereby will be fully recovered or replaced/ repaired with the same by Catering agency up to the satisfaction of CIPET Authority.
19. Since Catering agency will be responsible for providing security and protection of Canteen premises and properties of CIPET Canteen, Catering Agency will be responsible for loss or damage caused to the properties and premises of CIPET Canteen as a result agency will compensate the value of the loss or damage to CIPET.
20. Wages/Salary to Canteen worker/staff will be paid in their bank account only by agency/contractor.
21. It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank for their staff deployed at CIPET canteen.
22. 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 Canteen bill claims.

**23. Terms & Conditions for awarding the Tender:**

The received bids will be evaluated by the committee of CIPET: IPT, Murthal on the basis of requisite documents. Technical Bid will be opened first & financial bid of the successful qualified agencies in Technical bid would be opened after physical inspection of the performance of agencies at their client's premises & technical evaluation based on grading system. If two or more party's bids quote (L-1) will be same rate in financial bid opening in this case, as per grading and client feedback, based on the report on the past performance of the firm, and length of experience, the decision of Tender Committee and the Joint Director & Head, CIPET: IPT, Murthal shall be the final and will be binding on bidder.

**24. Payment:**

- i. Payment to the contractor will be made by CIPET on duly certified attendance by warden concerned in one installment after the submission of original invoices, including copies of all statements, taxes paid & other supporting documents for the period. The payment shall be disbursed as per actual attendance of the students.
- ii. Vacation periods/ leave (with prior intimation) shall be accommodated and payment will be deducted as per actual absent of students. Mess out will be decided as per CIPET Management.

**25. Renewal of Contract:**

The contract / agreement may be renewed for such period as mutually agreed upon, subject to a maximum term of 3 years on satisfactory performance of the agency with such amendments as may be mutually agreed with the same terms and conditions.

**26. Termination of Contract:**

i. The contract can be terminated by giving one-month notice period. However, in the event of non-compliance or breach of any terms of the contract or unsatisfactory services, CIPET reserves the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.

ii. On the expiry of the agreement, as mentioned above, the agency shall withdraw all its manpower deployed at the CIPET: IPT, Murthal or any other premise allotted and clear their accounts by paying them all their legal dues. In case of any dispute raised by the manpower deployed by the agency at the CIPET: IPT, Murthal on account of termination of the contract, it shall be the sole responsibility of the Catering Agency to Resolve it and CIPET: IPT, Murthal shall remain indemnified from being named as a party, in case the matter is referred to Court of Law.

iii. On the termination/conclusion of contract period, Catering Agency will vacate the canteen area on the same day and handover to CIPET: IPT, Murthal in the condition as provided to them.

**27. Disputes & Disciplinary Measures:**

Any misconduct/misbehavior/indiscipline of deployed personnel/team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is solely responsible to resolve the issue, if any. CIPET Management reserves the right to take all appropriate disciplinary actions under such circumstances.

**28. Legal Jurisdiction:**

Disputes, if any, arising out of the Catering Agency and its services shall be subjected to the Jurisdiction of Murthal, Sonipat, State of Haryana.

**29. Work Place:**

CIPET: IPT-MURTHAL, 50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) – 131039 or any other place instructed by CIPET: IPT-MURTHAL.

**30. Location of Service provider:**

The agency/bidder must have its own local Office in "Murthal, Sonipat". The office shall have sufficient staff to handle all the affairs related to canteen Services. The agencies must have minimum 01 ongoing Govt./PSU Contract for similar work at Murthal, Sonipat/ Delhi for site inspection it is mandatory before awarding contract to agency.

**31.** CIPET reserves the right to cancel/reject any/all the tender without assigning any reason thereof, the final authority will be the Joint Director & Head of CIPET: IPT-MURTHAL.

**GENERAL TERMS AND CONDITIONS:**

**CATERING (CANTEEN) SERVICES AT CIPET: IPT-MURTHAL**

(Approximately 50-200 Students) Which may increased/decreased in future

1. Breakfast, Lunch and Dinner need to be served as per the basic menu agreed upon with the Canteen Committee (as per **Annexure-I**).
2. Duty hours of the Canteen shall be determined by the Administration Department/ Canteen Committee, CIPET: IPT-MURTHAL as per his requirements.

**TENTATIVE CANTEEN TIMINGS**

Breakfast	:	07.00AM – 09.00AM
Lunch	:	12.00AM – 03.30 PM
Dinner	:	07.30PM – 10.00 PM

3. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET: IPT-Murthal Management.
4. *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.*
5. *The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.*
6. The contractor shall vacate the premises with all features, furniture etc., which are institute properties in good and tenable conditions on the termination of the contract.
7. 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 CIPET: IPT-Murthal authorities.
8. If the contractor and/or his team and also functioning of the Canteen is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then CIPET: IPT-Murthal is empowered to terminate the contract with a short notice of one week.
9. In case of unsatisfactory performance / dispute / emergency condition or any other reason as deemed fit by the Canteen Committee, the contract can be cancelled at the sole discretion of the CIPET: IPT-Murthal Management.
10. Hygiene, overall cleanliness of surrounding, hall, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. 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 Mess/Canteen committee).
11. The Canteen/mess utensils are to be cleaned with hot water using detergent powder/ soap after every meal.
12. Contractor shall be solely responsible in case of incidence/s of food poisoning 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 Mess/Canteen Committee.
13. The Contractor shall use **only branded raw materials and best quality as mentioned in Annexure-II & III** for preparing the food. Brands of certain mess items are given. Mess/Canteen committee shall check all material brought to the mess as well as cooking practices. The contractor may use any other approved brands only if permitted by the Mess/Canteen Committee, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the warden and mess committee will select the brands for cooking. The quality of the raw materials to be used for preparation of food in the canteen should be of highest standard, clean, fresh, nutritious and hygienic.
14. The materials brought inside CIPET Campus for cooking purpose shall be entered in the Goods Inward Register kept at security gate. Without proper permission no material will be sent out from CIPET Campus.
15. The contractor has to maintain feedback register in the format prescribed by CIPET: IPT, Murthal on regular basis to assess the feedback of students.



16. Canteen staffs are allowed to stay in the Canteen premises from 04:00AM to 11:00PM. If canteen agency wants to deploy any staff in the canteen premises beyond this time, then prior permission from CIPET will be required.
17. Additional space for storage and residential purpose can be (subject to availability and approval of CIPET, Management) provided on chargeable basis.
18. 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 liabilities including service charges, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. Only Commercial Gas cylinders shall be used in canteen. Any fluctuations in the Gas price must be absorbed by the Contractor only.
19. When circumstances warrants, contractor has to cater for large number of student's/staff members at very short notice.
20. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Canteen Agency as and when required.
21. The contractor and his workers must behave politely with all staff/ students/ guests/ customers. In case of such misbehave/dispute situations/under emergency, the Contractor should intimate immediately to the Canteen Committee.
22. Canteen workers and cooks should be healthy, medically fit and not infected by any contagious disease. If any Canteen worker is found medically unfit, he may not be given permission to continue his duties and Canteen contractor will be liable for any expenses incurred out of this incidence.
23. Contractor shall depute manager/ supervisor to check the overall maintenance of the premises and proper usages of the materials.
  - (i) Canteen Contractor or his manager/supervisor is required to remain present in the Canteen when the food is served in the Canteen.
  - (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 or his staffs shall not serve any of such substance/drink in Canteen/hostel etc. Smoking, consuming gutkha, khainee, tobacco etc. is also prohibited in the 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) Contractor should provide proper uniform along with a name tag to his staff members, and shall ensure that all his staffs are in uniform regularly. All the employee of canteen should work in proper uniform with gloves, hair masks and should take proper care in, not contaminate the food while serving/cooking.
  - (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 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.
  - (viii) It is also mandatory on the part of the contractor to have Bank Account in the Nationalize Bank.
24. **If any student/ staff from Jain community asks for Jain meal, contractor shall provide the same on request. (As per AICTE guidelines).**
25. Contractor shall provide suitable food prescribed by doctor/ consultant/ expert to the sick student/s during his/ their sickness period and no extra charge will be paid for the same.
26. 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.
27. The contractor must run the kitchen separately for boys hostel and Girl's hostel irrespective of the number of students.
28. For girls' hostel, contractor should provide preferably the lady workers.
29. The payment of fooding shall be paid to the contractor for minimum of 22 days for long term course students only (more than 1 year course). For the Short Term Course students (course duration less than 1 year), the payment will be



made as per daily attendance. However, in case of absence of student for more than 5 days or intimation in advance in writing, the payment shall be made on pro-rata basis.

30. **The fees of Rs 5,000/- per month upto 200 students in a month, if exceeds 200 students than the fees will increase upto 10,000/- per month for water, electricity and amenities of CIPET shall be recovered from the contractor/agency. However, in case of any problem in supply of Electricity/Water, the contractor shall make its own arrangement to run the mess smoothly.**
31. Canteen Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. continuous bad performance will result in termination of contract. Non-compliance with the menu and serving of unhygienic food will result in instant monetary fine.
32. Maintenance of all electrical items (fan, tube-light, exhaust-fan, switches etc.) and civil infrastructure of canteen provided by the CIPET, shall be the responsibility of the canteen contractor. If any maintenance is required, then such works shall be carried out by canteen contractor under the supervision of canteen committee.
33. Contractor shall only use fresh vegetable & dairy items.
34. Contractor shall maintain stock of maximum 15day of grocery items (rice, wheat, oil, maize, gram floor etc.) at the specified location provided by CIPET: IPT, Murthal.
35. The Joint Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.
36. **Penalty:**

Failure to supply food in terms of quality, quantity, hygiene and as per the decided menu will attract penalty. For not adhering to contractual conditions, the Canteen Committee with the consultation of CIPET: IPT, Murthal Management shall be free to impose monetary fine as deemed fit on the contractor. Imposed fines 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. 1000/- for each occasion will be imposed.
- b) Items like Aji-no-moto, coloring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs.1000/- 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 provided.
- e) Any complaint of insects cooked along with food or found in any food items would invite a fine of Rs.500/- to Rs.2500/- on the contractor decided by the canteen committee.
- f) Any complaint of soft objects like hairs, rope, soft plastics, cloth etc in food will attract a fine of Rs.1000/- for each occasion.
- 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 for each occasion.
- h) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1000/- on the contractor.
- i) If Canteen 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/Canteen committee would result in a fine of Rs.1000/- on the contractor.
- k) Any discrepancy (personal hygiene or misbehavior of workers etc.) will lead to fine of Rs.1000/- on contractor for each occasion.
- l) Contractor should remove or destroy the entire expired product immediately, if any expired product found in the canteen will lead to fine of Rs. 1000/- to 5000/- on each occasion.
- m) 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 Canteen/Mess committee with consent of CIPET: IPT, Murthal Management.

- n) Severity of hygiene failure shall be assessed and decided by the Canteen 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.
- o) If continues lapses in food/ hygiene or severe negligence which is hazardous in nature may lead to blacklisting of the party.
- p) The above fines will be doubled if found second time and fine will be tripled on third time.

**CIPET: IPT, Murthal Canteen Committee may impose any of the penalties. The contractor may appeal to the CIPET: IPT, Murthal Management for reduction/waiver of penalty. The decision of the CIPET: IPT, Murthal Management shall be final.**

**TECHNICAL BID**

Sr No	PARTICULARS	
1.	Name of the authorized Individual/Firm/Company	
2.	Postal Address	
3.	Name of Contact Person	
4.	Mobile no.	
5.	Email ID	
6.	Firms Registration Certificate (Copy Enclosed)	
7.	PAN (Permanent Account Number) (copy enclosed)	
8.	GST Registration No. (copy enclosed)	
9.	Labor Registration certificate(copy enclosed)	
10.	PF(copy enclosed)	
11.	FSSAI Registration No. (copy enclosed)	
12.	ESIC(copy enclosed)	
13.	Annual Average Turnover valuing more than Rs.2crore and above during the last three financial year (2020-21,2021-22 & 2022-23) (Annexure-VI enclosed)	2020-21
		2021-22
		2022-23
		Average of 3 years
14.	Balance Sheet of Last Three Financial Year(2019-20,2020-21 & 2021-22) (copy enclosed)	
15.	Annexure V,VI,VII enclosed	
16.	Profit Loss A/c of Last Three Financial Year(2019-20,2020-21 & 2021-22) (copy enclosed)	
17.	Income Tax Return of the last three Assessment Years (2020-21,2021-22,2022-23) (copy enclosed)	
18.	Work completion certificates towards providing canteen services to Hostel Mess for not less than 300 Students/Workforce on a normal working day in a single unit for a continuous period of one year during the last eight years(w.e.f 1st April 2015)	
19.	MSME/NSIC Certificate(Copy enclosed)	
20.	No Blacklisting Declaration as per Annexure- VIII(Copy enclosed)	
21.	Performance Certificate as per Annexure-V(Copy enclosed)	
22.	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 bidder

**FINANCIAL BID (For CIPET Guest/Hostel/Staff Canteen)**

Rates to be quoted by the agency/bidder on Gem portal as per below:

Sr. No.	Items	Charges per day per person in Rs.
01.	Break Fast with Tea(150ml): • As per Menu Enclosed as Annexure – I	
02.	Unlimited Lunch • As per Menu Enclosed as Annexure – I	
03.	Evening Tea (75ml) with biscuits/cookies (04 Nos.)	
04.	Unlimited Dinner • As per Menu Enclosed as Annexure – I	
<b>*Contractor has to provide: Weekly Special (One Time):</b> <ul style="list-style-type: none"> <li>▪ Paneer/Mushroom/Manchurian/Kaju Curry .</li> <li>▪ Dal Fry Pulav/Fry Rice/Jeera Rice/Veg Biryani.</li> <li>▪ Puri/Paratha</li> <li>▪ Sweet(Jalebi/Halwa/Gulabjamun/Custard/other)</li> <li>▪ Salad/Pickle/Papad/Curd(Limited)</li> </ul>		

**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 or extended period.
- Rate quoted by the bidder must be inclusive of all charges.
- In case of Tie, decision of CIPET: IPT Murthal Management will be final and will be binding on all bidders.
- Financial bid will be finalized according to the above quoted rate, and preference will be given to those bidders who will provide economic rates for the “Canteen for Visitor/ Day scholar”.
- Tender will be awarded to the “L1” parties arrived in Mess tender Financial bid, In case of different “L1” parties arrived in Mess and Canteen/Cafeteria services then the tender will be awarded to the party who will agree to serve on “L1” rates of Canteen/ Cafeteria Service along with “L1” rates of mess rates.

**Annexure-B(i) Rates of items for Guests (To be uploaded in GeM)**

Item	Quantity	Total Rate per Plate(Rs)
Limited Lunch/ Dinner	Veg -04 Chapati/03 Poori, Jeera Rice 150 Gm, 1 Veg,1 Dal Fry, Raita, Salad, Papad, aachar, Paneer/Mushroom/Machurian/Kaju Curry, Sweet	

**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 two year depending on the performance.
- Rate quoted by the bidder must be inclusive of all charges.
- Financial bid should be quoted in GeM only.
- 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(ii) Financial Bid: Rates of items for Guests & Others for Canteen(To be uploaded in GeM)**

Item	Quantity	Rate(Rs.)
Tea (Milk/ Black/ Lemon)	75ml	
Coffee (Nescafe)	75ml	
Curd	75Grm	
Shakes (Mango, Banana, Chikoo, & Seasonal etc.)	150ml	
	300ml	
Fresh Juices (Mosambi, Pineapple, Pomegranate etc.)	150ml	
	300ml	
Pastry	Each	
Patties with Sauce (Veg.)	Each	
Parantha (potato/ Onion/ Paneer/ Mix)	Each	
Sandwich Plain	Each	
Cheese Sandwich	Each	
Plain Sandwich	Each	
Bhaji Bada	Each	
Panner Pakoda	Each	
Pyazi Bada	Each	
Burger	Each	
Cutlet	Each	
Bread Jam	4 Slices	
Bread Butter	4 Slices	
Mineral Water (Aquafina, Bislery, Kinley)	As per MRP (Discounted Rate)	
Cold Drinks, Ice Cream & Snack Packets etc.	As per MRP (Discounted Rate)	
Chowmein/ Maggie	Full plate (200 Grm)	
Pizza	Small/ Medium/ Large	
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, Murthal.**

1. The final Menu will be fixed-up by Canteen/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

Signature  
Official Seal

**Rate of Canteen for Visitor/Day scholar**

Rates are quoted by the agency/bidder on Gem portal as per below:

Item	Quantity/items	Rate(Rs.)
Special Thali	Chapati, Rice , 2 Veg, 1 Dal, Salad, Papad/ Aachar, Paneer, Sweet, Curd/Raita.	
Special Thali – Veg. (on Occasion/Event)	Chapati/Tanduri Roti/Fulka, Rice/Jeera Rice, 1 Dry Veg., 2 Gravy Veg., 1 Dal fry, Salad, Papad, Aachar, Curd/Raita, Sweets.	
Tea	150ml	
Coffee (Nescafe)	150ml	
Shakes (Mango, Banana & Chikoo)	300ml	
Fresh Juice (Mosambi, Pineapple, Pomegranate etc.)	300ml	
Lassi	300ml	
Fruit Salad	one plate	
Samosa/ Kachodi etc. with Sauce	100 grams each	
Pastry	Each	
Patties with Sauce	Each	
Sandwich with Sauce	Each	
Burger with Sauce	Each	
Chowmein/ Maggie	Full plate (200 gms)	
Pizza	Small/ Medium/ Large	
Bread Pakoda with Sauce	150 grams	
Cutlet	150 grams	
Cold Drinks	150ml/300ml/500ml/1000ml	MRP/Discounted Price@ 10%
Water Bottle (Aquafina, Bisleri/ Kinley)	Each 500ml/01litre/200ML	MRP/Discounted Price@ 10%
Chocolate/Biscuit/Ice-Cream/ Sweets/ Packed Snacks etc.	On MRP	MRP/Discounted Price@ 10%

**Note:** Quoted rates are expected to be below MRP wherever MRP is relevant. For other items prices may be as economical as possible.



## कैंटीन मेनू

क्र.	दिन	नास्ता		दोपहर का भोजन			रात का भोजन		
		सुबह का नास्ता		सब्जी	ऑप्शनल सब्जी	अन्य	सब्जी	ऑप्शनल सब्जी	अन्य
1	सोमवार	सादा पराठा, आलू टमाटर + चाय	पुड़ी , छोले + चाय	गोभी आलू (सूखा), राजमा (ग्रेवी)	बैंगन भर्ता, चनादाल (ग्रेवी),	रोटी, चावल, सलाद, तुवर दाल, दही कप	करेला, आलू चिप्स (मीडियम ग्रेवी), मिक्स वेज	लौकी चनादाल (मीडियम ग्रेवी)/ जिमी कंद खट्टा	रोटी, चावल, काली दाल
2	मंगलवार	इडली सांभर + चाय	बड़ा सांभर+ चाय	परवल (मीडियम ग्रेवी), आलू दम (ग्रेवी)	शिमला मिर्च, आलू (मीडियम ग्रेवी)	रोटी, चावल, पापड़, तुवर दाल	आलू भिण्डी, आलू चिप्स	सोयाबीन बड़ी (ग्रेवी), आलू मटर (ग्रेवी)	रोटी,चावल मिक्स दाल, रायता
3	बुधवार	पोहा मटर+ चाय	पोहा चना+ चाय	पनीर/मशरूम/	गिलकी /तुरई चनादाल (मीडियम ग्रेवी)	रोटी, चावल, सलाद, तुवर दाल	गिलकी /तुरई चनादाल (मीडियम ग्रेवी)	मौसमी सब्जी (सूखा)	रोटी, वेज खिचड़ी, अचार, पापड़
4	गुरुवार	आलू गुंडा, इमली चटनी + चाय	ढोंकला, इमली चटनी + चाय	भिंडी प्याजा (सूखा), कोफता (ग्रेवी)	पत्ता गोभी आलू, मटर (मीडियम ग्रेवी)	रोटी, चावल, सलाद, काली दाल, गुलाब जामुन/गाजर का हलवा/जलेबी/खीर/सेवई	गोभी आलू (सूखा), राजमा (ग्रेवी)	चनादाल (ग्रेवी)/ मसाला खिचड़ी	रोटी, चावल, तुवर दाल, पापड़,
5	शुक्रवार	गोभी पराठा/मेथी पराठा/मूली पराठा- टमाटर की चटनी + चाय	पुड़ी व आलू सब्जी + चाय	आलू बरबट्टी (ग्रेवी), चना मसाला (मीडियम ग्रेवी)	कड़ही/ डूबकी कड़ही	पुलाव, सलाद, पापड़, रायता	परवल (मीडियम ग्रेवी), आलू दम (ग्रेवी)	शिमला मिर्च, आलू (मीडियम ग्रेवी)	रोटी, चावल,तुवर दाल
6	शनिवार	चावल आटे का चीला/ बेसन चीला/ मूंग चीला, -टमाटर की चटनी+ चाय	ब्रेड पकोड़ा, टमाटर चटनी + चाय	करेला आलू (मीडियम ग्रेवी), आलू बैंगन (मीडियम ग्रेवी)	लौकी चनादाल (मीडियम ग्रेवी)/ जिमी कंद खट्टा	रोटी, चावल, पापड़, काली दाल	आलू बरबट्टी (ग्रेवी), चना मसाला (मीडियम ग्रेवी)	कड़ही/ डूबकी कड़ही	रोटी, चावल, अचार, पालक दाल
7	रविवार	छोले भटूरे+ चाय	ब्रेड, मखन जैम + चाय	राजमा (ग्रेवी)	आलू मटर (ग्रेवी)	रोटी,चावल मिक्स दाल, रायता	सोया चिल्ली	चली पोटैटो	पुलाव, सलाद, मिक्स दाल, रायता

सलाद:- टमाटर/ खीरा/ प्याज/ गाजर/ नींबू

नोट:- छात्रों एवं कैंटीन कमेटी के द्वारा हॉस्टल वार्डन की सहमती लेने के बाद समय-समय पर मेनू परिवर्तित किया जा सकेगा।

**SPECIFICATION OF THE FOOD ITEMS TO BE PROVIDED TO THE STUDENTS/STAFFS**

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 25 grm per serve.
9. Aloo Paratha must be fully stuffed and must be at least 75 grm per serve.
10. Sandwich: Grilled Sandwich with vegetable stuffing and stuffing must not be less than 75gms
11. Salad: Must contain Onion, Tomato, Cucumber, and Carrot with minimum amount of 100gms per Person.
12. Chapathi/Phulka: Must be "Well baked" and should be of at least 25grm per serve. Should be made from wheat flour only. No maida should be added.
13. Palak paneer and paneer butter masala: A minimum quantity of 25gms of paneer should be served per person.
14. All dal items: must have minimum density of 1.4 kg per litre.
15. Vegetable mix: A minimum quantity of total 75 gm of all vegetables (in equal quantities) must be served per person.
16. Cauliflower : A minimum quantity of 50gms of in Gobi Manchurian per serve.
17. Green veg: A minimum quantity of 75gms of green veg must be served per person in all dishes.
18. Aloo mutter masala and gobi masala: A minimum quantity of 125 gms (ingredients in equal quantities) must be present in it per serving.
19. Biryani: Basmati rice should be used for making biriyani. It must atleast contain soyabean, carrot, beans, with minimum quantity of 50gms per person.
20. Samosa, Kachori, Alooabonda: Weight of each should not be less than 80gms Veg cutlet: minimum 75gms per person.
21. Rasmalai : minimum quantity of 50gms per person, RASAGULLA AND GULAB JAMUN: minimum quantity of 50gms per person
22. LADDU: minimum quantity of 50gms per person.
23. Sambar: pulses must be enough to have density more than 1.25 kg/ litre.
24. Rajma: equivalent to 75gms pulse per person along with viscous gravy.
25. Gobi Manchurian, channa masala: 100 gms per person.
26. Baby corn fry: it must be 75gms per person.
27. Fruit custard: highly viscous and 75 gms fruit per person.
28. All the fruits added must be fresh and in equal quantities. The contractor may use any other approved brands only if permitted by the Canteen Committee, in writing. In such case the contractor will submit two or three brands for each grocery item and the Canteen Committee will select the brands for cooking. I/We agree to provide canteen services as per the above menu.

Place:

Signature of the tenderer with seal

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

**Note:**

- The Contractor would be required to use ISI/Agmark/Food grade products and fssai approved.
- Date of Manufactured and expiry date shall be mentioned on the entire product.
- The Contractor may use any other brand only after obtaining prior written approval from the canteen committee/mess committee/Hostel warden of the institute.
- Contractor shall remove or destroy the entire expired product immediate, if any expired product found in the canteen will lead to a fine of Rs. 1000/- to 5000/- on contractor

**AGREEMENT**

This Agreement made on this Date: ....../....../....,

**BETWEEN**

**Central Institute of Petrochemicals Engineering and Technology (CIPET)** under Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers Government of India situated at 50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) – 131039, India.(hereinafter referred as - **“First Party”**)

**AND**

M/s ....., Office: .....(hereinafter referred as – **“Second Party”**)

(First Party and Second Party are hereinafter jointly referred to as “Parties” and individually as “Party”)

AND WHEREAS the institute needs a caterer to run Catering services at CIPET: IPT Murthal, 50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) – 131039 on a yearly basis contract basis for supply of breakfast, Lunch and Dinner mentioned in the Tender Document. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the representative parties as under:

1. The Canteen Contractor and Canteen Staff shall be experience and properly trained in Canteen works and in the age group of **18-50 years** and should be able to communicate in Hindi & English.
2. Agency shall be ensuring that no Canteen Staff shall leave Canteen unless and until next reliever arrives at Canteen.
3. Agency/ Contractor is responsible to provide all the utensils etc. to the best of their capacity.
4. The number of Canteen staff as per CIPET instruction shall be engaged on duty by Catering agency for work at the aforesaid premises of CIPET. If the number is less due to illness, leave, transfer or any other reason whatsoever, the catering agency is bound to provide their replacement immediately to meet the required number of staff as per instruction.
5. Catering agency shall be at liberty to transfer any person engaged by Catering agency to/from CIPET for reasons as Catering agency feels fit. The Canteen staff provided by Catering agency at CIPET premises shall for all purpose be deemed to be the employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following conditions:
  - a. CIPET may request Catering agency to remove any particular person or persons of Catering agency, from the premises of CIPET and it shall be complied with forthwith.
  - b. Catering agency shall be responsible for the compliance of police verification for their staff; relevant document shall be submitted to CIPET. This shall be applicable to all the staff engaged by agency (Regular/ Replacement).
6. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the Canteen 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 Bonus Act, payment of wages act etc. all such liabilities if any, shall be discharged by Catering agency. If catering agency fails to pay such liability the payment will be adjusted from their security deposit. If CIPET is made to pay any amount under the written orders of any authority under laws for the acts of Catering Agency, then the amount shall be reimbursed by catering agency to the extent of such payments to CIPET, provided, 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 such information and inspection of such document as CIPET has, in such connection, with it.
7. Statutory Requirement /obligation: All statutory rules, like Minimum Wages, (EPF) Act, ESI Act, Bonus Act etc., as applicable for engagement of labors on daily wage are to be followed strictly by the contractor as per the Government norms.

8. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose penalty or cancel the contract.
9. The agency shall supply the skilled and experience Manpower of Canteen staff as per the requirement.
10. **Earnest Money Deposit (EMD):**
  - a. Bidder register under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME will be considered for relaxation of EMD.
  - b. The EMD of unsuccessful bidder shall be returned.
  - c. Earnest Money Deposit amount of Rs. 50,000/- (Rs. Fifty Thousand only) shall be forfeited:
    - i. If agency refuses to pay Security Deposit within 07 working day after the acceptance of the Bid.
    - ii. Fails to fulfill implementation of the requirements of the tenders.
11. **Security Deposit (SD):**
  - a. The successful/ qualified bidder (L1), in both technical & financial bid, has to deposit the Security deposit (valid for period of Contract) for Rs. 2,00,000/- (Rs. Two Lakh only).
  - b. The security Deposit Amount should be deposited within 07 working day after the acceptance of the bid.
  - c. The security deposit will be returned within three-month time from the end of the contract period without interest, if there are no pending issues against the contractor.
12. 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.
13. In case, any theft or pilferage is detected and the same is due to negligence/ carelessness or connivance of Canteen personnel of Catering agency then the cost of loss or damage thereby will be fully recovered or replaced/ repaired with the same by Catering agency up to the satisfaction of CIPET Authority.
14. Since Catering agency will be responsible for providing security and protection of Canteen premises and properties of CIPET Canteen, Catering Agency will be responsible for loss or damage caused to the properties and premises of CIPET Canteen as a result agency will compensate the value of the loss or damage to CIPET.
15. Wages/Salary to Canteen worker/staff will be paid in their bank account only by agency/contractor.
16. It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank for their staff deployed at CIPET canteen.
17. 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 Canteen bill claims.

**18. Terms & Conditions for awarding the Tender:**

The received bids will be evaluated by the committee of CIPET: IPT, Murthal on the basis of requisite documents. Technical Bid will be opened first & financial bid of the successful qualified agencies in Technical bid would be opened after physical inspection of the performance of agencies at their client's premises & technical evaluation based on grading system. If two or more party's bids quote (L-1) will be same rate in financial bid opening in this case, as per grading and client feedback, based on the report on the past performance of the firm, and length of experience, the decision of Tender Committee and the Joint Director & Head CIPET: IPT, Murthal shall be the final and will be binding on bidder.

**19. Payment:**

- i. Payment to the contractor will be made by CIPET on duly certified attendance by warden concerned in one installment after the submission of original invoices, including copies of all statements, taxes paid & other supporting documents for the period. The payment shall be disbursed as per actual attendance of the students.
- ii. Vacation periods/ leave (with prior intimation) shall be accommodated and payment will be deducted as per actual absent of students.

**20. Renewal of Contract:**

The contract / agreement may be renewed for such period as mutually agreed upon, subject to a maximum term of 3 years on satisfactory performance of the agency with such amendments as may be mutually agreed with the same terms and conditions.

**21. Termination of Contract:**

i. The contract can be terminated by giving one-month notice period. However, in the event of non-compliance or breach of any terms of the contract or unsatisfactory services, CIPET reserves the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.

ii. On the expiry of the agreement, as mentioned above, the agency shall withdraw all its manpower deployed at the CIPET: IPT, Murthal or any other premise allotted and clear their accounts by paying them all their legal dues. In case of any dispute raised by the manpower deployed by the agency at the CIPET: IPT, Murthal on account of termination of the contract, it shall be the sole responsibility of the Catering Agency to Resolve it and CIPET: IPT, Murthal shall remain indemnified from being named as a party, in case the matter is referred to Court of Law.

iii. On the termination/conclusion of contract period, Catering Agency will vacate the canteen area on the same day and handover to CIPET: IPT, Murthal in the condition as provided to them.

**22. Disputes & Disciplinary Measures:**

Any misconduct/misbehavior/indiscipline of deployed personnel/team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is solely responsible to resolve the issue, if any. CIPET Management reserves the right to take all appropriate disciplinary actions under such circumstances.

**23. Legal Jurisdiction:**

Disputes, if any, arising out of the Catering Agency and its services shall be subjected to the Jurisdiction of Sonipat, State of Haryana.

**24. Work Place:**

CIPET: IPT-MURTHAL, 50th Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) – 131039 or any other place instructed by CIPET: IPT-Murthal.

**25. Location of Service provider:**

The agency/bidder must have its own local Office in "Murthal, Sonipat". The office shall have sufficient staff to handle all the affairs related to canteen Services. The agencies must have minimum 01 ongoing Govt./PSU Contract for similar work at Murthal, Sonipat/ Delhi for site inspection it is mandatory before awarding contract to agency.

**26.** CIPET reserves the right to cancel/reject any/all the tender without assigning any reason thereof, the final authority will be the Joint Director & Head of CIPET: IPT-Murthal.

This agreement will be effective / valid for a period of one year from the day of signing by both parties. The parties may change or modify the terms of this agreement only by written amendments signed by the parties.

That, in case of dispute or difference of opinion would be resolved jointly by First Party and Second Party.

**IN WITNESS WHERE OF PARTIES HERE TO HAVE SIGNED THIS AGREEMENT ON THE DATE AND YEAR FIRST WRITTEN ABOVE.**

Signed On behalf of  
CIPET: IPT Murthal

Signed On behalf of  
M/s.....

(Designation)

CIPET: IPT Murthal

(Designation)

M/s.....

**Witness**

1 (Name) (Signature)  
2 (Name) (Signature)

**Witness**

1 (Name) (Signature)  
2 (Name) (Signature)

**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 with no. of students:
- b) Project Cost:
- c) Date of start to Date of Completion:
- d) Period (Atleast one Year):
- e) Amount of compensation levied, if any:
- f) Performance Report: Excellent/Very Good/Satisfactory/Fair:
- g) Compliance of all statutory requirements- Yes / No:

(Signature of the Responsible Authority)

(Seal of the Organization)

Date:



**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. 2020-21, 2021-22 & 2022-23 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
1.	2020 – 2021	
2.	2021 – 2022	
3.	2022 – 2023	
Average Turnover		

\*2023-24(Provisional) need to be submitted.

CHARTERED ACCOUNTANT  
SIGNATURE WITH SEAL

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

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

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

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

**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 CIPET: IPT, Murthal has the right to cancel the contract without any further correspondence and CIPET: IPT, Murthal, 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 with Seal of the firm

Place: \_\_\_\_\_

Date:\_\_\_\_\_

(Shall be uploaded by the bidder on official letter head of bidder)

**Annexure -VIII**

**SELF-DECLARATION – NO BLACKLISTING**

(Date)

To,  
M/s. Central Institute of Petrochemicals Engineering & Technology,  
50th Mile Stone, Near DCRUST Campus,  
Murthal, Sonipat (Haryana) – 131039

Ref: Tender for Catering Services at CIPET: IPT Murthal-Reg.

Dear Sir/Madam

In response to the Tender Document No **CIPET/ IPT/Mur /CATERING/2023-24/..... Dt.....for Selection of Contractor for Catering Services at CIPET: IPT Murthal.**

I/ We..... hereby declare that presently our Company/Firm M/s.\_\_\_\_\_ is not blacklisted/debarred and not declared ineligible for any reasons by any State Govt./ Central Govt./PSU/Autonomous Body on the date of Bid Submission.

I/We further declare that presently our Company/ firm is not having any Legal case/dispute pending in any court of laws against our Company/Firm/ its Executives etc. with any party.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

(Signature of Bidder)

Name & Designation with Seal of the firm

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I/We .....(Name and Designation) M/s..... declaring that I will provide catering services to CIPET:IPT, Murthal @ Rs...../- per person per day including of all taxes as I have given my consent vide letter no.....dat..... and the rate will remain fixed throughout the duration of the contract and I commit to maintain standard of safety, hygiene and all the statutory requirements as per court of law. I will provide good quality of food and maintain hygiene in canteen to any person taking food in canteen.

I agree that the CIPET: IPT, Murthal shall have full authority to forfeit the Security Deposit if not fulfill the terms and conditions mentioned in tender document and agreement.

Hence the committee is submitting to the Joint Director and Head, CIPET: IPT, Murthal.

For M/s.....

(Name & Designation)

License No.

Date:

The above mentioned Tender documents has been observed and agrees upon by The Mess/ Canteen Tender Committee constituted vide Order No. CIPET/Murthal/Admin./2023-24, Date 13.09.2023 as updated by Order No. CIPET/Murthal/JD&H/2023-24, Date. 02.02.2024. Now it is proposed to publish this document over the GeM portal for further process of engagement of Mess/ Canteen Service Provider Agency at CIPET: IPT, Murthal.

Mohit Sapda  
Accounts/Admin Asst. Gr.II  
Member

Akhilesh Paswan  
Accounts Asst. Gr.II  
Member

Tabrej Ahmad  
Asst. Tech. Officer  
Member

Jeetendra Kumar Sahu  
Officer (F&A)  
Member/Coordinator

S. M. Khaja  
Sr. Tech. Officer  
Member

Dhanraj J.  
Sr. Tech. Officer  
Chairman

Submitted to Joint Director & Head for administrative approval.

Dr. Harendra Kumar  
Joint Director & Head  
CIPET:IPT, Murthal