

CIPET:CSTS, BHOPAL



E - TENDER FOR STAFF CANTEEN & HOSTEL MESS

E-TENDER No. CIPET-CSTS/BPL/Canteen & Hostel-Mess/2020-21/03

LAST DATE FOR SUBMISSION OF ONLINE BID: 15.06.2020 - 13:00 Hrs.

**CIPET : CENTRE FOR SKILLING AND TECHNICAL SERVICES (CSTS), BHOPAL
Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers
Govt. of India**

G-Sector, Govindpura Industrial Area, J.K. Road, Bhopal - 462023

E-mail: cipet.bhopal@gmail.com; **Website:** www.cipet.gov.in

Ph. No.: +91-755-4028605/613/602 **Fax:** +91-755-2689041



सिपेट : सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस), भोपाल
(रसायन एवं पेट्रो रसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)
जी-सेक्टर, गोविन्दपुरा औद्योगिक क्षेत्र, भोपाल-462023

फोन: 0755-4028605, 4028613, 4028602 फैक्स: 0755-2689041

ईमेल: cipet.bhopal@gmail.com वेबसाइट: www.cipet.gov.in

कैंटीन/मेस चलाने हेतु ई -निविदा सूचना

E-TENDER No. CIPET-CSTS/BPL/Canteen & Hostel-Mess/2020-21/03 Date : 30.05.2020

संस्थान, कैंटीन/मेस (स्टाफ एवं छात्रावास) चलाने हेतु प्रतिष्ठित अनुभवी ठेकेदारों से दो बोली प्रणाली (Two Bid System) में ई - निविदा आमंत्रित करता है। निविदा प्रपत्र संस्थान की वेबसाइट www.cipet.gov.in एवं www.tenderwizard.com/CIPET से डाउनलोड किया जा सकता है। निविदा प्रस्तुत करने की अंतिम तिथि **15.06.2020** को 13:00 Hrs. तक है।

सिपेट किसी भी व सभी निविदा अस्वीकार करने का अधिकार सुरक्षित रखता है या बिना किसी कारण बताए आमंत्रित ई निविदा सूचना को निरस्त कर सकता है।

प्रधान निदेशक व प्रमुख



सिपेट : सेन्टर फॉर स्किलिंग एण्ड टेक्नीकल सपोर्ट (सीएसटीएस), भोपाल
**CIPET: Centre for Skilling & Technical Support (CSTS),
Bhopal**

रसायन एवं पेट्रोरसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

जी – सेक्टर, गोविंदपुरा औद्योगिक क्षेत्र, जे.के. रोड, भोपाल – 462023

☎: फोन नं. : 0755-4028605, 4028602

ई-मेल : cipet.bhopal@gmail.com, वेबसाइट : www.cipet.gov.in

NOTICE INVITING TENDER (NIT)

महत्वपूर्ण तिथियाँ/ Important Dates:

Date of Online Sale of e-Tender Document	: 30.05.2020 to 15.06.2020
Last Date for Online Submission of e-Tender	: 15.06.2020 (upto 13.00 Hrs.)
Last Date for Submission of Hardcopy of Tender Doc.	: 15.06.2020 (upto 13.00 Hrs.)
Date of opening of e-Tender (Technical Bid)	: 15.06.2020 (at 15.00 Hrs.)

NOTICE INVITING e-TENDER (NIT) for Running Staff Canteen/Mess (Hostel)

Tender No: CIPET-CSTS/BPL/Canteen & Hostel-Mess/2020-21/03

Date : 30.05.2020

CIPET:CSTS, Bhopal invites e-Tender in two Bid systems (Technical and Financial) from reputed Canteen/Mess Contractor.

Sr. No	Tender No. & Date	Name of the Item	EMD Rs.	Duration	Tender Fees in Rs.	Last Date & Time of Online Bid submission
1	CIPET-CSTS/ BPL/ADMN/ Canteen & Hostel- Mess/2020- 21/03 Date 30.05.2020	Running of Staff Canteen/Hostel Mess	180000.00	01 Year	2500.00 Non- refundabl e + GST	15.06.2020 13.00 Hrs.

Interested and eligible bidders may view and download detailed tender documents from www.cipet.gov.in and www.tenderwizard.com/CIPET. Bidders are requested to submit a hard copy of the Technical & Financial Bid duly sealed and signed to the Principal Director & Head, CIPET : CSTS, Bhopal, G-Sector, Govindpura Industrial Area, J.K. Road, Bhopal - 462023 **on or before 15.06.2020 @ 13.00 Hrs.**

The Tender Fee & EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring “CIPET” payable at Bhopal and shall be submitted at CIPET:CSTS, Bhopal along with the tender documents.

SALIENT INFORMATION ABOUT THE TENDER:

1. Mode of submission: Online
2. Who can participate for this Tender: Staff Canteen/Mess Contractors
3. Date & Time of Technical Bid Opening: 15.06.2020 at 15.00 Hrs.
- 4.
5. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated about the date and time of financial bid opening.
6. Bid Opening Venue : CIPET : CSTS, Bhopal, G-Sector, Govindpura Industrial Area, J.K. Road, Bhopal - 462023
7. Eligibility Criteria:-
 - Age of the Firm : 03 Years as on 31.03.2020
 - Annual Turnover : 50 Lacs & above per Year in last 03 financial years.
 - Individual Work Order : 03 Nos. Similar experience/Work Order of running of Canteen/Mess of reputed Govt. Institute/College/PSU's (Atleast 02 Nos. of 25 Lacs each or 01 No. of 50 Lacs and above)

HOW TO REGISTER BY A VENDOR:

1. The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Rs. 2,000/- + GST (18%) 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. Tender Documents Fees of Rs. 2500/- + GST (18%) is Payable to CIPET, Bhopal in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

Processing Fees Payable Online separately to M/S. KEONICS LTD.

2. **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).

The details about the Institute and the terms and conditions are given in the tender form which shall be part of the Contract / Agreement. The participants are required to read and understand it properly before submission of the tender.

CIPET : Centre for Skilling & Technical Support (CSTS), Bhopal was established in 1986 by the Government of India, Ministry of Chemicals & Fertilizers, Department of Chemicals & Petrochemicals for generating technically trained manpower as well as providing technical support services to the industries in the field of plastics and allied technology.

नियम एवं शर्तें / Terms & Conditions

1. The Contactor should be well established and experienced in this field with at least 3 years experience for supplying food to Hostel/College/Institute/PSUs.
2. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Mess/ Canteen committee. The Mess/ Canteen committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
3. The food shall be cooked, stored and served under hygienic conditions. The Contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible and latest within 24 hrs of its preparation.
4. Due to COVID – 19 all directives to be followed for maintaining hygiene and sanitization in totality. The health record details of persons to be maintained and monitored by the contractor. No person affected and has history of COVID-19 to be employed at premises without any medical certificate.
5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
6. The contractor shall pay special attention to maintain the Mess in a neat and tidy condition at all times. For this purpose, the Mess shall be cleaned thoroughly after each meal regularly.
7. The contractor shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be dealt with severely.
8. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Mess assets and premises.
9. The contractor should have adequate utensils, kitchen equipments like Refrigerator, Oven and Gas Stoves etc to run the Mess. The necessary infrastructure like water, power connection, furniture etc to be provided by CIPET on request basis.
10. No child labour should be engaged in Mess.
11. All safety apparatus must be provided to worker by Contractor.
12. A penalty of Rs. 5000/- per day will be levied if Mess is closed without any notice and found major failure in implementing guidelines.
13. 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.
14. All infrastructures required for cooking and serving at a time to be made by Contractor and the Institute will not be responsible for any damages/losses.

15. The Mess to be closed after dinner and nobody is to reside in the premises.
16. Ladies if employed by the contractor should be minimum and to leave CIPET premises by 8.00 pm.
17. Consumption or sale of alcoholic/Tobacco products is banned in the Institute Premises.
18. Outsiders are not allowed to avail the mess facilities.
19. The payment of Boys Hostel bill of student will be collected from the student of the residing in the hostel by the contractor of the mess.
20. The Contractors will be required to pay earnest money deposit for Rs.1,80,000/- (Rs. One lac eighty thousands only) by Demand Draft/Banker's Cheque drawn in favour of CIPET payable at Bhopal and same will be uploaded alongwith tender. Earnest money will be refunded to the unsuccessful Contractor within one month of the finalization of the Contract. Successful Contractor will have to pay Security deposit of Rs 2,00,000/-(Rs. Two Lacs only). In case the successful Contractor is unable to perform the service, the security deposit shall be forfeited. No interest shall be payable on the security deposit.
21. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
22. The sealed tenders along with the EMD (Separate envelope superscribing EMD) shall be submitted.
23. Start of work within one week from the date of issue of work order.
24. The Mess/ Canteen Contractor and Mess/ Canteen Staff shall be experience and properly trained in Mess/ Canteen work and in the age group of 20-50 years and should be able to communicate in Hindi & English.
25. All Mess/ Canteen personnel shall behave politely with the students/visitors/ customers and office staff.
26. The normal duty hour as per decided our Mess/ Canteen Committee and It shall be followed regularly.
27. No Mess/ Canteen Staff shall leave Mess/ Canteen unless and until next reliever arrives at Mess/ Canteen.
28. Agency/Contractor is responsible to provide trained Mess/ Canteen staff to take care of CIPET'S properties and premises to the best of their capacity.
29. The number of Mess/ Canteen 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/ Canteen staff to take duties of absent men so as to make up number of Mess/ Canteen staff that have to be on duty at a particular time .Only the Agency Contractor (Age: Not more than 50 years) and Mess/ Canteen 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.

30. Duty hours of the Mess/ Canteen shall be determined by the Administration Department/ Mess/ Canteen Committee, CIPET:CSTS, Bhopal as per his requirements.
31. 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.
32. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee and Staff Welfare Committee.
33. Catering agency shall be at liberty to transfer any person engaged by Catering agency to work at the premises of CIPET:CSTS, Bhopal for reasons as Catering agency feels fit and the mess staff provided by Catering agency at CIPET:CSTS, Bhopal 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: 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:CSTS, Bhopal and it shall be complied with forthwith. The staff of Catering agency shall comply with reasonable directions and instructions which are given by CIPET:CSTS, Bhopal to Catering agency from time to time.
34. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the mess staff posted at CIPET:CSTS, Bhopal premises. GST, Minimum 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 Catering 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.

The responsibility towards complying with the minimum wages act, PF, ESI and 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.

35. 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.
36. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 500/- stamp paper. The cost of stamp paper shall be borne by the Catering agency.
37. **Payments:**
 - a) CIPET shall pay to Catering Agency/ Contractor an amount as per the rate quoted in Tender for Mess/Canteen Catering Services to CIPET Hostels/Canteen directly collected for the Long Term Course Students through Hostel Warden of CIPET:CSTS, Bhopal based on attendance and bill raised by contractor and the said contract amount shall be paid on or before 15th of every subsequent month. The rates payable shall be as per the approved rates and no extra amount shall be payable under any other name.

- b) For Short Term Course/VTC Students payments will be done by CIPET based on Hostel attendance of concern Students and verified by Hostel Warden/Course Co-ordinator with necessary deduction. If any Students availed food facility for 24 days and more, than full payment will be given to Contractor otherwise it will be given on prorated basis on actual no. of days.
 - c) For Staff Canteen the payment will be made by CIPET based on the token/requisition submitted along with the bill and verified by Administration Department.
 - d) Monthly Payment will be done by student based on Biometric Attendance of students and verified by Hostel Management committee / Hostel warden. Similar for payment of staff canteen based on biometric attendance of concern staff and verified by Staff Welfare/Canteen Committee.
38. 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.
39. CIPET is not liable to award tender to party qualified L1 in financial bid and the tender may be accepted on the basis of highest scoring in technical grading and physical verification Report.
40. Tender Technical Grading System is containing following parameters: 1. Turnover of the Company. 2. Experience of similar work/Past Performance of the party (enclosed certificate minimum-03) 3. Govt. Contract of operating Mess services. 4. Physical verification/Client feedback 5. Scoring of Technical Bid.
- Party having office at Bhopal (M.P.) is giving preference.
41. In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of Mess/ Canteen personnel of Catering agency then the cost of loss thereby will be fully made by Catering agency to CIPET.
42. Since Catering agency will be responsible for providing security and protection of Mess/Canteen premises and properties of CIPET Mess/Canteen, Catering agency will be responsible for loss or damage caused to the properties and premises of CIPET Mess/Canteen as a result will be compensate value of the loss or damage to CIPET.

सामान्य परिस्थितियां / **GENERAL CONDITIONS:**

CATERING SERVICES TO HOSTEL MESS/CANTEEN OF CIPET:CSTS, BHOPAL

(Approximately 250-300 Nos. Students) which may increase in future.

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

Breakfast	:	07.00 a.m – 08.30 a.m
Lunch	:	01.00 a.m – 02.00 p.m
Evening Snacks/Tea	:	05.30 p.m – 06.30 p.m
Dinner	:	08.00 p.m – 09.00 p.m
3. Dispute: In case of any dispute between the Hostel 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, 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 Hostel 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 /reserved after meals. All COVID -19 guidelines to be followed without failure by Contractor.

Not following staff committee/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).

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. The Contractor shall use only branded raw materials and best quality 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 staff/student for the entire contract period for one year.

MESS/CANTEEN ITEM BRAND/MANUFACTURER LIKE

- Oil (Refine) : Soybean/Mustard (Kriti, Dhara, Fortune, Nature Fresh or equivalent brand (use of Hydrogenated (vanaspati) oil is prohibited)
- Atta : Shaktibhog/ Annapurna/ Aashirvaad/Double Trishul or equivalent approved make
- Rice : Basmati of any approved make
- Bread : Modern/ Top & Town/ Britannia
- Milk : Sanchi / Amul or equivalent brand
- Spices : MDH/ Everest/ Goldee/Catch or equivalent brand (Masala)
- Besan : Rajdhani/Shakti Bhog/Double Trishul /Silver Coin or any Agmark Approved By Mess Committee

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 staff/warden and Mess/Canteen committee will select the brands for cooking.

17. 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.
18. The contractor has to maintain register in following format on regular basis to assess the feedback of students committee.
19. The terms & conditions, and the procedures laid down should be strictly adhered to And CIPET reserves all the right to reject any Offer without assigning any reason whatsoever

ONLINE SUBMISSION AND OPENING OF TENDER

The E-Tender can be downloaded from www.cipet.gov.in and www.tenderwizard.com/CIPET. The due date for submission of the e-Tender is on or before 15.06.2020 up to 13.00 Hrs. In the event of this day being declared as a holiday, the tenders can be submitted up to the extended time on the next working day.

Two-bid system: The offers/bids should be submitted online in two-bid system (i.e.)
Technical bid and Financial bid.

The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the Technical bid.

Financial bid should indicate “Daily Rate” for the menu mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers alongwith the hardcopy of Tender Documents after successful submission of online tender.

“Technical Bid” and “Financial Bid” must be written on the covers clearly and the covers should be sealed. Again these two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed.

The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released within 15 days after the finalization of the contract. No interest will be paid on EMD. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.

Authority to sign: - All the documents must be duly signed by the bidder and uploaded on the portal. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full type written name and current address. In case of a partnership firm, all the partners of the firm or a partner holding power of Attorney for the firm (a certified copy of the power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership Deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the Memorandum of

Articles of Association duly attested by a Notary Public. In case of a Registered Society, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the By Laws of Society duly attested by a Notary Public.

The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and upload online along with the bid.

Compliance/Confirmation:- Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility should also be included in the Technical bid.

Daily Rate:- The financial bid should include the price quoted as daily rate per student for each of the sample menus and must include all charges including taxes and service charges, as levied by Central and State Governments. However, the percentage of taxes and service charges must be clearly indicated.

Late offer:- The offers received after the due date and time will not be considered.

Opening of the tender: The offer/bids will be opened online on the due date and the hardcopy will be opened by a committee duly constituted for this purpose at the appointed place, time and date.

On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the following specifications and requirements. The bidders, Whose Technical Bids are not found acceptable their sealed cover containing financial bid will not be opened and EMD will be returned to them.

1. 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 Food License, GST, PAN etc. along with the tender document.
2. Tenderers shall enclose Earnest Money Deposit (EMD) of Rs.1,80,000/- (Rs. One Lac Eighty Thousand Only) in the form of Demand Draft drawn in favour of CIPET, Bhopal payable at Bhopal. Tender Document submitted without prescribed Earnest Money Deposit (EMD) shall be summarily rejected.
3. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as “TENDER FOR CATERING SERVICES TO HOSTEL MESS OF CIPET:CSTS, Bhopal”.

Envelope I- Technical Bid, Undertaking & EMD.

Envelope II – Financial Bid

4. The envelope containing sealed tender shall be addressed to Principal Director & Head CIPET:CSTS, Bhopal
5. No Tenders shall be accepted after due date and time.

6. This office will not be responsible for any postal delay or wrong delivery.
7. The CIPET:CSTS, Bhopal will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
8. Before submitting the e-tender, the Tenderer must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.
9. The Agency submitting the e-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.
10. After successful online submission of e-Tender, the bidders should submit the hardcopy of the Tender Document alongwith EMD in Administration/Dispatch Department of CIPET:CSTS, Bhopal on 15.06.2020 up to 13:00 Hrs. No tender will be accepted after 13:00 Hrs. on 15.06.2020.
11. 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 GST, duties and levies etc. and fluctuations in the rates of the Commodities) per student should be quoted in the e-Tender. The Hostel Management/Staff Canteen Committee will not pay any other charges for the catering services provided. 19 Kg capacity Gas cylinders for Commercial use will be managed by the institute through IOC. It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the Gas price must be absorbed by the Contractor only.
13. When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods leave more than 5 days (with prior intimation) shall have to be accommodated and payment will be deducted as per actual absent of students.
14. Monthly payment to the contractor will be made by CIPET duly certified by committee concerned in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the period for staff committee.
15. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Agency as and when required.
16. The contractor and his workers must behave politely with staff / hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the Mess/Canteen. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned department.
17. Mess/Canteen 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/canteen 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.

18. 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/canteen/hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess/canteen 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. It is also mandatory on the part of the contractor to open Savings Bank Account in the Union Bank, 32 PAC Batalion Branch in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts. These details have to be submitted along with mess bill claims.
19. 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.
20. Hostel Management/Staff Welfare Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the staff/students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Noncompliance with the menu and serving of unhygienic food will result in instant monetary fine.
21. The AMC charges for the electric gadgets and gas at the Mess/Canteen have to borne by the contractor at the rates fixed by the company approved by the Hostel Management/Canteen Committee.
22. 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.
23. 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, 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 equipment's, 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.1,000/- per complaint.
- g) Any complaint of stones/ pebbles will attract a penalty on the contractor which can range between Rs.1000/- to Rs.2,500/- 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.1,000/- on the contractor.
- i) If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1,000/- would be imposed on the contractor.
- j) Changes in approved menu of any meal without permission of staff committee/ warden/ mess committee would result in a fine of Rs.1,000/- on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs.1,000/- 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.

**E-TENDER NO.: CIPET-CSTS/BPL/Canteen & Hostel-Mess/2020-21/03
TECHNICAL BID FOR HOSTEL MESS/STAFF CANTEEN**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

S.No	Particular	Remarks
A.	Average Annual Turnover of Rs. 50.00 Lacs (Rupees Fifty Lacs) per year and above Details of Last three Financial years. (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) 2017-18, 2018-19, 2019-20	
B.	03 Nos. Similar experience/Work Order of running of Canteen/Mess of reputed Govt. Institute/College/PSU's (Atleast 02 Nos. of 25 Lacs each or 01 No. of 50 Lacs and above) List of Existing Clients at M.P with communication details (Please use Separate Sheet if required)	
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.	
1.	Name of the applicant/ Firm :	
2.	Address of the Registered Office :	
3.	Year of establishment :(Enclose photo copy of certificate)	
4.	Type of Organization : (whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5.	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number :	
6.	Food License Number : (Enclose photo copy of certificate)	
7.	PAN Card (Tax return of last Three Financial Year) [Photocopy to be attached]	
8.	GST, Registration No.: [Photocopy to be attached]	
9.	Number of persons employed as Manager/Supervisor/Helper level : Permanent.....Temporary.....	
10.	Whether 24x7 service and support will be available	
11.	Do you have an office at M.P. ? If so, Please provide the Address and Telephone No.	
12.	EMD & Tender Fees Details (DD No. & Date/Bank Name)	
13.	Undertaking by the Bidder as per Annexure - I	

Place :

Date :

Authorized Signatory of the Bidders with Seal

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 Dean (SW) has the right to cancel the contract without any further correspondence and CIPET:CSTS, Bhopal, 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:_____

DECLARATION

- We hereby accept to cater to any minor modifications in the menu as requested by the Hostel Mess Co-ordinator /students/Staff and approved by the Hostel Management/Staff Welfare Committee /Hostel Warden after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of Hostel Management Committee /Hostel Warden/ 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.

Place :

Date :

Authorized Signatory of the Bidders with Seal

CHECK LIST

Ensure that you have Uploaded/enclosed the following before submitting the Tender:

- 1.Tender Fee Cash Receipt/Demand Draft
2. Demand Draft No. & Date for EMD / exemption certificate of EMD by NSIC/MSME Firms
- 3.Registration certificate of the firm
- 4.PAN No
- 5.GST Registration Certificate
- 6.Experience Certificate (Last 3 years)
- 7.Turnover Certificate issued by CA (Last 3 years)
- 8.Income Tax Returns (Last 3 years)
9. Client List with Work order copy

APPLICATION FOR RUNNING of HOSTEL MESS/CANTEEN

TO BE FILLED UP BY THE CONTRACTOR

1. Name & Address of the Firm :

2. Registration Details (if any) :

3. Name of Owner :

4. Residential Address of the Owner :

5. Telephone Nos. A) Office :
 B) Residence :
 C) Mobile :

6. Details of Financial Status For 3 Years :
(Please enclose documents)

7. Proof of Identity
Aadhar Card/Ward/Circle/Place :

8. PAN No.,GST No. :

9. Experience Certificate/Performance :
Details for last three years along with
list of customers.

10. Details of Infrastructure/Employees :

11. Food Licence Registration :

Place :

Date:

(Signature & Seal of the Contractor)

CIPET:CSTS, BHOPAL
E-TENDER NO.: CIPET-CSTS/BPL/Canteen & Hostel-Mess/2020-21/03
FINANCIAL BID FOR HOSTEL MESS

1. For Boys & Girls Hostel Students

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
Chapati, Rice, Dal, Gravy Curry, Salad / Pickle
- Tea: 100 ml
- Break Fast per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sandwich/ Cutlet	Idli (standard size) (05 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	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.

Note: Every Sunday of month – Feast/Special Lunch & Evening Light food.

Place :

Date :

Authorized Signatory of the Bidders with Seal

CIPET:CSTS, BHOPAL
E-TENDER NO.: CIPET-CSTS/BPL/Canteen & Hostel-Mess/2020-21/03
FINANCIAL BID FOR STAFF CANTEEN

1. For Staff

S. No.	Description	Rate (Daily for Staff)	Rate (Monthly for Staff)
1	Tea/Coffee – 100 ML. (2 Times)		
2	Lunch/Dinner		

- Daily Lunch (Unlimited) for Staff
Chapati, Rice, Dal, Gravy Curry, Salad / Pickle/ Papad/
Raita/ Curd/ Seasonal Juice (Any one)

2. For Staff/Guest/Student

S. No.	Description	Rate
1	Tea/Coffee (100 ML.)	
2	Samosa/Kachori/Vada/Pakoda/Cutlet	
3	Idli Saambar/Chutney	
4	Dosa Saambar/Chutney	
5	Vada Saambar/Chutney	
6.	Cold Drinks/Sealed items (on MRP)	

(Signature & Seal of the Contractor)

Date:

Place:

निविदाकर्ता द्वारा दिये जाने वचन प्रमाण पत्र
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, Bhopal. 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:CSTS ,Bhopal.

I agree that this tender/services can be cancelled/terminated at any state of tender process/during services by CIPET:CSTS, Bhopal 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:.....

.....

.....