

CIPET: INSTITUTE OF PLASTICS TECHNOLOGY), RAIPUR
Bhanpuri, Industrial area, Near Urkura Railway Station, Raipur (C.G) – 493221
TENDER NO.: CIPET/RPR/TENDER/CANTEEN/2020-21/03



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**“TENDER FOR PROVIDING CATERING SERVICES AT
CIPET: IPT, RAIPUR”**

TENDER NO.: CIPET/RPR/TENDER/CANTEEN/2020-21/03

LAST DATE FOR SUBMISSION OF TENDER: 13/10/2020

CIPET: INSTITUTE OF PLASTICS TECHNOLOGY
(Dept. of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)
Bhanpuri Industrial Area, Near Urkura Railway Station, Raipur (C.G)
Phone: 0771-6673002/08

E-mail: cipetraipur@gmail.com, raipur@cipet.gov.in

Website: www.cipet.gov.in

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INTRODUCTION

Government of India established Central Institute of Petrochemicals Engineering & Technology (CIPET) formerly known as Central Institute of Plastics Engineering & Technology (CIPET) in 1968 with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Petrochemicals Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 37 locations and 5 more are in the process of establishment.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, (CAD/CAM/CAE), Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

A unit of CIPET has been established in the city of Raipur situated in the fertile Land of Chhattisgarh the “rice bowl of India”, in September 2015 with the joint efforts of Govt. of India & Govt. of Chhattisgarh with a special focus to provide the academic and employment oriented skill development training to the Unemployed/underemployed youth of Chhattisgarh & to provide the Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, caliber and skill sets to meet the emerging and evolving needs of the industries. CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been very well received by the industry.

Important Dates:

Date of Advertisement in News Paper	:	23.09.2020
Last Date for Submission Tender	:	13.10.2020 (5.30 pm)
Date of opening of Tender(Technical Bid)	:	14.10.2020 (3.00 pm)
Date of opening of Tender(Financial Bid)	:	Intimated Later

ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
 - a. Contractors having at least 3 years satisfactory experience of running Students Hostel Mess where regular daily catering services are being rendered.
 - b. Minimum Annual Average Turnover of Rs. 20.00 Lakhs (Rupees Twenty lakhs) during the last three financial years (2017-18, 2018-19 & 2019-20).
 - c. The prospective bidder should have successfully carried out catering services to Students Hostel Mess for 200- 500 persons/users on a normal working day in a single unit for a continuous period of one year during the last Three years. The time period of Three years shall be reckoned as on 23.09.2020. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.
2. The Tenderer should be registered with the Competent Authority and should have PAN number, G.S.T, PF & ESI registration.
3. The Tenderer should be registered with the Competent Authority and should have valid **Food License**.
4. The Tenderer shall have well established office in Raipur or Chhattisgarh state.
5. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
6. The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 6 above and without all required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Tender without Tender Fee, EMD will out rightly be rejected. MSME/SSI/NSIC Industries are exempted from submission of Fee, EMD and must enclose the certificate for the same services in this contract. If certificate not attached and no Fee, EMD is found enclosed, the offer shall be rejected.
10. 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.

11. Financial bid and Technical bid should be placed in separate sealed covers. These two sealed covers along with a covering letter, Tender document, Fee Receipt/DD and EMD shall be put together in a sealed cover with clearly mention. “Tender for Providing Catering Services at CIPET-RAIPUR” at the time of submission. DO NOT PUT any DD inside the technical bid cover or financial bid cover.
12. 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 will be valid for a maximum period of 02 years only.
13. **Tender form duly filled in all respects in only original prescribed format, supplied by the CIPET RAIPUR, duly super-scribed, should reach the Office of the CIPET Plot 48,Industrial Area,Bhanpuri, Near Urkura Railway Station RAIPUR– 493221, on or before 13.10.2020 up to 05.30 PM. Tender document fee of Rs. 500/- (Rupees Five Hundred Only) is to be paid in the form of demand draft (DD), in favour of CIPET RAIPUR payable at RAIPUR.**
14. Alternatively, bidders can submit their offer by downloading the complete tender document from the website www.cipet.gov.in. The bidder has to ensure that the tender should strictly comply with the requirements of the Tender Document. Any modifications shall render the tender invalid. Agencies submitting their bids by downloading the tender document from CIPET website shall submit the crossed demand draft for Rs. 500/- (Rupees Five hundred only) towards tender document fee, along with their bid, failing which their bid will be rejected.
15. **Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) to be deposited in the form of Demand Draft drawn in favour of CIPET-RAIPUR along with the tender for each bid.**
16. **The Successful bidder shall deposit an amount of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) against security deposit. The EMD of Rs. 50,000/- of successful bidder shall be adjusted against the security deposit. No interest shall be payable on the security deposit.**

17. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same

18. Selection Process:

Stage One: The selection committee will examine the Technical Bid of all bidders to select the bidders for Stage TWO.

Stage Two: The qualified bidders in Technical Bid will be evaluated on the following Parameters:

S.No	Basis of Marks(Total Marks 100)	Marks Allocation
01.	Location of Office In Raipur	20
	In Chhattisgarh State	15
	Out of Chhattisgarh State	10
02.	Turnover in last three F.Y	
	More than 80 Lakhs	20
	More than 70 Lakhs but Less than 80 Lakhs	15
	More than 60 Lakhs but less than 70 lakhs	10
03.	Experience with the mentioned criteria	
	• In Government/Autonomous Bodies with 500 or more persons	20
	• In Government/Autonomous Bodies with more than 200 persons but less than 500 persons	15
	• In other than Government/Autonomous Bodies with 500 or more persons.	10
	• In Other than Government/Autonomous Bodies with more than 200 persons but less than 500 persons	05
04.	Performance Report	
	Excellent	20
	Very Good	15
	Good	10
	Fair	05
05.	Single Project Cost	
	More than 20 Lakh	20
	More than 15 Lakh less than 20 Lakh	15
	More than 10 Lakh less than 15 Lakh	10
	More than 5 Lakh less than 10 Lakh	05

Stage Three: The financial Bid will be opened only of the technically qualified bidders. Accordingly the Financial Score (F) for each of those qualified bidders will be calculated. The lowest bidder will be awarded a financial score of 100. **While evaluating Financial Score, only the rate of Financial Bid of Annexure-A(Excluding of Annexure-A(I)) will be considered.** The cumulative score(C) will be awarded on the following ratio 60(T):40(F)

Financial Score(F)	(Lowest Price Quote/Price Quote of the bidder)*100
Cumulative Score(C)	{ 60*(T)+40*(F) }/100

The bidder getting highest Cumulative Score (C) based on technical and financial evaluation will be awarded the contract.

SUBMISSION AND OPENING OF TENDER

Submission of Tender: The tender can be submitted on all working days. The due date for submission of the tender is on or before **13.10.2020 up to 05.30 PM**. 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 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.

“Technical Bid” and “Financial Bid” must be written on these 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. 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 submit the same along with the bid. No photocopies of this tender document will be accepted.

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 by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or Tenders with invalid EMD or EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected. After the intimation if none of the bidders or their authorized representative present at the time of opening of bid than committee can open the bid.

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 License, EPF, ESI, G.S.T, PAN etc. along with the tender document.
2. Tenderers shall enclose Earnest Money Deposit (EMD) of **Rs.50,000/- (Fifty Thousand Only)** in the form of Demand Draft drawn in favour of CIPET-RAIPUR payable at RAIPUR Tender Document submitted without prescribed Earnest Money Deposit(EMD) shall be summarily rejected.

3. The E.M.D. of unsuccessful Tenders will be returned within 15 days after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
4. 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 AT CIPET- RAIPUR”**.

Envelope I- Technical Bid, Undertaking & EMD.

Envelope II – Financial Bid

5. The envelope containing sealed tender shall be addressed to Director & Head, CIPET RAIPUR.
6. No Tenders shall be accepted after due date and time.
7. This office will not be responsible for any postal delay or wrong delivery.
8. Technical Bid will be opened on **14.10.2020 up to 03:00** pm in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
9. The CIPET- RAIPUR will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
10. Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
11. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
12. Tenders should be submitted in CIPET, Industrial Area Bhanpuri RAIPUR, - 493221 between **09:00 am to 05:30 pm** in the working days before the last date **13.10.2020 up to 05.30 pm**. No tender will be accepted after **05:30 pm on 13.10.2020**.

TERMS AND CONDITIONS

1. The Mess Contractor and Mess Staff shall be experience and properly trained in Mess work and in the age group of **20-50 years** and should be able to communicate in Hindi & English.
2. All Mess personnel shall behave politely with the students/visitors/ customers and office staff.
3. The normal duty hour as per decided our Mess Committee and It shall be followed regularly.
4. No Mess Staff shall leave mess unless and until next reliever arrives at Mess/Hostel.
5. Agency/Contractor is responsible to provide trained Mess staff to take care of CIPET'S properties and premises to the best of their capacity.
6. The number of Mess staff as per CIPET instruction to be engaged on duty by Catering agency for work at the aforesaid premises of CIPET's. If the number is less due to illness, leave, transfer or any other reason whatsoever, Catering agency shall be bound to provide mess staff to take duties of absent men so as to make up number of mess staff that have to be on duty at a particular time.

Only the Agency Contractor (Age: Not more than 50 years) and Mess Staff (Age: Not Less than 20 years and not more than 50 years) approved by the Director & Head, CIPET or his authorized Officer shall be posted on duty.

7. Duty hours of the Mess shall be determined by the Administration Department/Mess Committee, CIPET RAIPUR as per his requirements.

TENTATIVE MESS TIMINGS

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

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

8. 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.
9. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee.

10. Catering agency shall be at liberty to transfer any person engaged by Catering agency to work at the premises of CIPET for reasons as Catering agency feels fit and the mess staff provided by Catering agency at CIPET premises shall for all purpose be deemed to be employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following condition:
 - a. For proper reason CIPET may request Catering agency to remove any particular person or persons of Catering agency's staff from the premises of CIPET and it shall be complied with forthwith.
 - b. The staff of Catering agency shall comply with reasonable directions and instructions which are given by CIPET to Catering agency from time to time.
11. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the mess staff posted at CIPET premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F, G.S.T, Minimum Wages Act, payment of wages act etc. all such liabilities if any, shall be discharged by Catering agency. If catering agency failed to pay such liability the payment will be adjusted from their security deposit. The Catering Agency is made to pay under the written orders of any authority under laws, and amount CIPET shall be reimbursed by security agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist Catering agency by giving Catering agency such information and inspection of such document as it has, in such connection, with it.
12. The agency shall supply the skilled and experience Manpower of mess staff as per the requirement of its various departments.
13. 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.
14. Contractor shall deposit the amount of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only)** against security deposit by way of demand draft in favour of **CIPET-RAIPUR**.
15. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Catering agency.

16. CIPET shall pay to Catering Agency/ Contractor an amount as per the rate quoted in Tender for PROVIDING CATERING SERVICES AT CIPET RAIPUR and the said contract amount shall be paid on or before 15th of every subsequent month. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and Goods Service Tax (GST) other statutory requirements stipulated by Government shall rest with the Catering agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.

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 mess personnel of Catering agency then the cost of loss thereby will be fully made good by Catering agency to CIPET.**

- 19. Since Catering agency will be responsible for providing security and protection of mess premises and properties of CIPET Mess, Catering agency will be responsible for loss or damage caused to the properties and premises of CIPET Mess as a result will be compensate value of the loss or damage to CIPET.**

20. Wages /Salary to mess worker/staff will be paid in their bank account only by agency/contractor.

GENERAL TERMS AND CONDITIONS:

CATERING SERVICES TO MESS & CANTEEN OF CIPET-RAIPUR

(Approximately 200-500 Students & 80-100 Staff) Which may increased /decreased in future)

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

Breakfast	:	07.00 AM –09.00AM
Lunch	:	12.30 PM –02.00 PM
Evening Snacks	:	04.30 PM – 05.00 PM
Dinner	:	07.30 PM – 09.00 PM
3. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET Management Committee to be approved by the Director & Head and the decision of the Committee will be binding on the contractor.
4. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act etc., as applicable for engagement of labours on daily wage are to be followed strictly by contractor as per Government norms.
5. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
6. The contractor shall not assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
7. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
8. The contractor shall vacate the premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
9. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities
10. The security deposit will be returned within three months time from the end of the contract period without interest if there are no pending issues against the contractor

11. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week. The Hostel Wardens Committee's opinion is final so far as the food quality / mess management is concerned.

12. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by the Hall Management Committee, the contract can be cancelled at the sole discretion of the Director & Head.

13. Hygiene, overall cleanliness of surrounding, hall, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals.

Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (maximum up to 10% of monthly bill as decided by CIPET Management/Canteen committee).

14. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.

15. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by CIPET Management Committee.

16. The Contractor shall use **only branded raw materials and best quality as mentioned in Annexure-III** for preparing the food. Brands of certain mess items are given. A quality control Team will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period for one year.

The contractor may use any other approved brands only if permitted by the Mess Committee, in writing. In such case the contractor will submit two or three reputed

brands for each grocery item and the warden and mess committee will select the brands for cooking.

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.

Date	Tea & Breakfast with Particulars	Lunch with Particulars	Dinner with Particulars	Remarks of Mess Supervisor/ Contractor	Feedback of Students	Signature of Hostel Warden

19. **All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Management Committee will not pay any other charges for the catering services provided. 19 Kg capacity Gas cylinders for Commercial use will be managed by the institute. 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.**
20. **When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods of leave more than 5 days (with prior intimation) shall have to be accommodated and payment will be deducted as per actual absent of students.**
21. Monthly payment to the contractor will be made by CIPET duly certified by warden concerned in one installment after the submission of actual mess bill including copies of all statements, taxes paid for the period.
22. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Agency as and when required.
23. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under

emergency, the Contractor should intimate immediately to the concerned Warden.

24. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the Institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
25. Contractor shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
 - i. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
 - ii. Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.
 - iii. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
 - iv. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
 - v. The employees of the contractor should wear uniform along with a name tag.
 - vi. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
 - vii. The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and CIPET and for meeting other statutory and non-statutory benefits/obligations. A copy of the all statutory levies paid by the contractor should be submitted to the Warden.
 - viii. **The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with mess bill claims, otherwise bills will not be paid.**
 - ix. **It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank.**

26. 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.
27. The Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.
28. Hostel Management Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non compliance with the menu and serving of unhygienic food will result in instant monetary fine.
29. The AMC charges for the electric gadgets and gas at the mess have to borne by the contractor at the rates fixed by the company approved by the Hostel Management Committee.
30. 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.
31. For girls' hostel, contractor should provide preferably the lady workers.

PENALTY

Failure to supply food in terms of quality, quantity and as per the menu indicated in will attract penalty. For not adhering to contractual conditions, the Warden with the consultation of CIPET Management shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
- b) Items like Aji-no-moto, Baking soda, colouring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 1,000/- for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1000/- for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered or same equipment to be provide.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1000/- per complaint.
- g) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs. 1000/- to Rs. 2500/- depending on the size of the stone/ pebble per complaint.
- h) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1000/-on the contractor.
- i) If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the contractor.
- j) Changes in approved menu of any meal without permission of warden/mess committee would result in a fine of Rs. 1000/- on the contractor.

- k) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1000/- on contractor for every instance.
- l) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent with the wardens.

Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

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

TECHNICAL BID

Sr No	PARTICULARS		
1.	Name of the authorized Individual/Firm/Company/Agency		
2.	Postal address		
3.	Name of Contact person		
4.	Mobile No		
5.	E-Mail ID		
6.	Firms Registration Certificate(copy enclosed)		
7.	PAN (Permanent Account Number) (copy enclosed)		
8.	GST Registration No. (copy enclosed)		
9.	PF(copy enclosed)		
10.	Food License No. (copy enclosed)		
11.	FSSAI Registration No. (copy enclosed)		
12.	ESIC(copy enclosed)		
13.	Annual Average Turnover valuing more than Rs.20 Lakhs and above during the last three financial year (2017-18,2018-19 & 2019-20) (copy enclosed)	2017-18	
		2018-19	
		2019-20	
		Average of 3 Year	
14.	Balance Sheet of Last Three Financial Year(2017-18,2018-19 & 2019-20) (copy enclosed)		
15.	Profit Loss A/c of Last Three Financial Year(2017-18,2018-19 & 2019-20) (copy enclosed)		
16.	Income Tax Return of the last three Assessment Years (2018-19,2019-20 & 2020-21) (copy enclosed)		
17.	Experience certificates providing catering services to Students Hostel Mess for not less than 200-500 persons/users on a normal working day in a single unit for a continuous period of one year during the last Three F.Y.(Copy Attached)		
18.	Demand Draft No of Tender Fee of Rs. 500/-		
19.	Demand Draft No of EMD of Rs. 50,000/-		
20.	MSME/NSIC Certificate		
21.	No Blacklisting Declaration		
22.	Performance Certificate(Copy enclosed)		
23.	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

ANNEXURE-I

DRAFT OF THE AGREEMENT

TO BE JOINTLY SIGNED BY CIPET AND THE CONTRACTOR

FOR PROVIDING CATERING SERVICES AT CIPET: IPT, RAIPUR PREMISES

(To be signed on a Stamp Paper of Rs. 100/- to be purchased by the Contractor)

AGREEMENT

This Agreement made this day between the Central Institute of Petrochemicals Engineering and Technology, Plot No 48, Industrial Area, Bhanpuri, Raipur-493221 (hereinafter called the Institute) of one part and Shri/Mrs./Ms. of M/s. of the other part (hereinafter called the caterer) and whereas the Institute needs a caterer to run Mess/Canteen for supply of Tea, Coffee, Cold drinks, Juice, Biscuits, Snacks, High-Tea, Break-Fast, Lunch and Dinner, etc. on all days mentioned in the Tender Document invited by the Institute for the Students of the Institute. The Contract (not being a lease) is awarded to the caterer to prepare and serve the aforesaid items to the Institute's Students in the Canteen and in the hostels. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises of the Central Institute of Petrochemicals Engineering and Technology, Raipur, initially for a period of One year on the terms & conditions contained in the Tender document, Institute's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions.

2. That the items served by the Caterer shall be wholesome and hygienically prepared in the clean atmosphere. The authorized nominees of CIPET: IPT, Raipur may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract will be terminated without giving any notice.

3. The items of menu, which the Caterer would be expected to supply in the Canteen, are indicated in Annexure A. The rates of items to be served by the Caterer shall be valid on annual basis, i.e., from April to March every year and in-between revision shall not be allowed. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the caterer shall charge the existing rates.

4. The caterer shall use either Amul Milk Scheme or other branded milk. In case, he is unable to maintain supplies of Amul Milk Scheme or other Dairy for any reasons, he should arrange to procure from other sources supplying good quality milk.

5. The caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services.

6. The caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Raipur or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the

Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities.

7. In the event of JMC, Health Department or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.

8. The caterer has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's Staff, Students, Visitors and Guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.

9. Any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the caterer shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the Institute's authorities indemnified.

10. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the caterer does not fulfill any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the caterer 15 days' notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.

11. The caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated on the death or insolvency of the caterer before the expiry of the period of this contract.

12. The Institute shall provide to the caterer tables with inbuilt sitting. He shall be responsible for their maintenance.

13. The caterer shall provide all equipments and kitchen items for smooth running of the Student's Mess and Canteen like crockery, cutlery, table linen, livery and these shall be of good quality and standard.

14. The caterer shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The operational expenses will be borne by the caterer himself. The caterer shall be responsible for any loss/theft of the gas cylinders and other equipment's.

15. The caterer shall also be responsible for the upkeep of equipment's provided by the Institute. In case of any damage to the furniture and equipment's by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the Institute.

16. All the furniture/fixtures, including electrical installation of the Canteen kitchen/dining hall shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees. The repairs cost of the items done by CIPET: IPT, Raipur will have to be borne by the Contractor.

17. The Caterer shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.

In witness whereof the parties have put their hands to this agreement on

Signed and delivered by: Countersigned:

Contractor's Signature

Director & Head with Seal

CIPET: IPT, Raipur

Witness:

1. Signature:

Name & Address:

2. Signature:

Name & Address:

Annexure-II

SPECIFICATION OF THE FOOD ITEMS TO BE PROVIDED TO THE STUDENTS

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

Place:

Signature of the tenderer with seal

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

The Contractor may use any other brand only after obtaining prior written approval from the canteen committee/mess committee/Hostel warden of the institute.

Signature of Contractor with Seal

Annexure-IV

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 Director & Head has the right to cancel the contract without any further correspondence and CIPET, RAIPUR, 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: _____

Annexure-V

PERFORMANCE CERTIFICATE

(Furnish this information for every individual from the employer for whom the work was executed)

1. Name of the contract and location:
2. Agreement No:
 - a. Scope of Contract:
 - b. Contract Cost:
 - c. Date of start:
 - d. Period:
 - e. Amount of compensation levied, if any:
- Performance Report: Excellent/Very Good/Good/Fair:
 - g. Compliance of all statutory requirements- Yes / No:

(Signature of the Responsible Authority)

(Seal of the Organization)

Date:

Annexure-VI

CERTIFICATE OF VERIFICATION BY THE CHARTERED ACCOUNTANT

This is to certify that the total annual turnover-overall from business furnished by M/s.

..... for the last three financial years i.e. 2017-18, 2018-19 & 2019-20 is as detailed below and as furnished in the enclosed statement of accounts, is verified by us and found correct.

Sr. No.	Financial Year	Annual Turnover (in Lakhs)
1.	2017 – 2018	
2.	2018 – 2019	
3.	2019 – 2020	

CHARTERED ACCOUNTANT
SIGNATURE WITH SEAL

Firm Name: _____

Firm Registration No(FRN): _____

Member Name: _____

Membership Registration No(MRN): _____

Annexure-A

FINANCIAL BID (For Students Mess/Staff Canteen)

(Shall be submitted by the bidder on official letter head)

Please fill rates in appropriate columns in Indian Rupees)

To
The Director & Head,
CIPET RAIPUR
Industrial Area Bhanpuri
RAIPUR (C.G) –493221

Subject: Selection of Contractors for hostel dining facility & staff canteen – Reg.

Ref:

Dear Sir,

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

REGULAR MENU

S. No.	Items	Charges per day in Rs.
01.	Break Fast with Tea(150ml): <ul style="list-style-type: none">• 2 Bread Pakoda(Not less than 80 grms)• 2 Plain Paratha(75gm) with aloo sabji• 4 Puri with aloo sabjji• Poha(100gm) with namkin,chatni,other• 2 Alu Paratha(100gm) with sauce /dahi /chatni /achar• 3 Idly /2 Medu Wada/Sambar• 2 Kachori with sauce/kadhi/khatti mithi chatni• 2 Samosa with sauce/kadhi/khatti mithi chatni• 2 Alu Wada with sauce/kadhi/khatti mithi chatni• Upma(100gm)• 2 Bhatore with Chole(100gm)	

02.	Unlimited Lunch <ul style="list-style-type: none"> • One Vegetable(Dry) • Dal Fry/Kadhi/Vegetable(Gravy) • Pain Rice/Khichadi/Jeera Rice • Chapati/Roti • Salad / Pickle/Papad/Curd/Raita(Limited). 	
03.	Evening Snacks (Tea 150ml with 4 biscuits)	
04.	Unlimited Dinner <ul style="list-style-type: none"> • One Vegetable(Dry) • Dal Fry/Kadhi/Vegetable(Gravy) • Plain Rice/Khichadi • Chapati/Roti • Salad / Pickle/Papad/Curd/Raita(Limited). 	
*Contractor has to provide: Weekly Special (One Time): <ul style="list-style-type: none"> • Paneer/Mushroom/Manchurian & Egg/Chicken/Fish/Mutton. • Dal Fry • Pulav/Fry Rice/Jeera Rice/Veg Biryani. • Puri/Paratha • Sweet(Jalebi/Halwa/Gulabjamun/Custard/other) • Salad / Pickle/Papad/Curd(Limited) 		
TOTAL RUPEES PER DAY		

Annexure-A(I) Financial Bid: Rates of items for Guests

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

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 kept in separate sealed cover.
- In case of Tie, decision of CIPET Management Committee will be final and will be binding on bidder.

DECLARATION

- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Hostel Management committee after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel CIPET management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules as per requirement.
- We hereby certify that the above rates are inclusive of service tax and any other statutory Central/State Govt. taxes and fluctuations in all items.

- I have carefully read and understood the Tender document and ready to abide the terms & conditions of the tender.

Authorized Signatory of the Bidders with Seal

Annexure-B Financial Bid: Rates of items for Guests & Others for Canteen

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

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

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

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

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

Place

Signature

Date

Official Seal