



**TENDER DOCUMENT
FOR
EMPANELMENT AND SELECTION OF CATERING
SERVICE AGENCIES FOR PROVIDING AND
RUNNING MESS FACILITIES
AT FOR TRAINEES &
STAFF OF
APPSEC TAMOT
(A UNIT OF CIPET)**

Tender No. CIPET/BPL/ADMIN//2019-20/Tender-01

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)
(Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)
J.K.Road, G-Sector, Govindpura Industrial Area, Bhopal-462023 (M.P.)
Phone: 0755-4028610, 4028613; Email: cipet.bhopal@gmail.com**

IMPORTANT INSTRUCTIONS

1. This Tender Document contains 26 (Twenty six only) pages.
2. Read the tender documents carefully before filling.
3. Sign each page with seal.
4. Part – I should contain:
 - a. Letter (Annexure I)
 - b. Profile,(Annexure II) with all relevant signed documents as mentioned in terms and Conditions. (General & Special) .
 - c. EMD
 - d. Schedule of items to be served for Trainees. (Annexure-V)
 - e. Schedule of items to be served for staff, faculty and others. (Annexure-VI)
 - f. Check List (Annexure-VII)

Seal the Cover with Superscription:

“Technical Bid (Part-I) - Tender for Catering Services at, APPSEC,PLASTICS PARK TAMOT-(A unit of CIPET).

5. Part-II should contain only Commercial Bid with Annexures III & IV.

Seal the cover with superscription:

“Financial Bid (Part-II)- Tender for Catering Services at Trainees Hostel, APPSEC,PLASTICS PARK TAMOT(A unit of CIPET).”.

6. Both (separate Part-I and Part-II) sealed covers are placed in outer cover addressed to Principal Director, CIPET : CSTS, Bhopal with superscription as Catering Services so as to reach on or before the last date i.e. 5.00 pm on 03/01/2020.
7. Tender forms can be downloaded and also available at free of cost from Office.
Website : www.cipet.gov.in
8. Late and Delayed or incomplete tenders will not be entertained and will be summarily rejected. The decision of the **Principal Director, CIPET:CSTS Bhopal** will be final & binding in this regard.
9. The technical bid will be opened on 06/01/2020 at 3.30 pm at CIPET:CSTS Bhopal.
10. The committee of CIPET : CSTS Bhopal will visit to contactor site to assess the contractors competence, which will be considered in Technical bid.
11. Only Shortlisted technical bids after evaluation will be considered for opening of their commercial bid on 09 /01/2020 at 3.30 PM.

Principal Director,

INDEX

**CATERING SERVICES FOR TRAINEES HOSTEL
AT
APPSEC, TAMOT BHOPAL TECHNICAL BID (Part-I)**

S.No.	Description	Page No.
I	Notice of Inviting Tender	4
II	Eligibility Criteria	6
III	General Terms and Conditions	7
IV	Scope of the Work	8
V	Specific Terms and Conditions	9
VI	Forwarding letter (Annexure-I)	17
VII	Profile of the Tendered/Bidder (Annexure-II)	18-19
VIII	Schedule of items to be served(Annexure- V)	20-22
IX	Check List(Annexure-VII)	23

FINANCIAL BID (Part-II)

S.No.	Description	Page No.
I	Price Bid for catering services	24
II	Schedule of rates to be quoted for catering services (Annexure-III and IV)	25

PART – I – TECHNICAL BID

I. NOTICE OF INVITING TENDER

1. CIPET invites sealed tenders from experienced, competent, regular and reputed contractors for providing catering services. The tender documents can be downloaded from the website Website : www.cipet.gov.in
2. Each tender set comprises (i) **Part-I** Technical Bid and (ii) **Part II** Commercial Bid. Sealed Tenders addressed to **The Principal Director, CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS) J.K.Road, G-Sector, Govindpura Industrial Area, Bhopal-462023 (M.P.)** may be submitted in the form of two bid system as per the procedure prescribed in the tender document and send to the Principal Director , CIPET, G-Sector ,Govindpura Indl. Area, J.K.Road, Bhopal to reach by 5.00 pm on 03/01/2020.
3. The tenders shall be submitted in the following manner and shall contain details / documents as listed below:
 - a. One sealed envelope super scribed “**Technical Bid (Part-I) - Tender for catering services at APPSEC ,Tamot**(A unit of CIPET)” shall contain the following:
 - i. Forwarding letter (as per proforma given in Annexure-I) on the letter head of the bidder.
 - ii. Demand Draft of Rs.50,000/- (Rupees Fifty thousand only) towards the EMD in the name of **CIPET, BHOPAL**, payable at Bhopal.
 - iii. Profile of the Tenderer / bidder (as per proforma given in Annexure-II) duly filled.
 - iv. A complete set of tender document (**Part I -TECHNICAL BID**), duly filled and signed by the bidder.
 - v. Other related documents(Annexures V to VII) mentioned in **Technical Bid (Part-I)**.
 - b. One separate sealed envelope super scribed “**FINANCIAL BID (Part-II – Tender for catering services at APPSEC ,Tamot**(A unit of CIPET)” shall contain the following:
 - c. Complete set of the tender document (**Part II – Commercial Bid**) duly filled and signed by the bidder. (Annexures III&IV)
 - d. Both the envelopes (technical bid as well as commercial bid) shall be placed by the bidder in an outer **sealed envelope** super scribing “**Tender for catering services at APPSEC ,Tamot** (A unit of CIPET)”.
 - e. The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed covers.
 - f. Bidder/authorized signatory shall sign on each page of the tender.
 - g. If the space in the proforma (Annexure-II) is insufficient for furnishing full details, such information may be supplemented on the separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.

4. In the first stage of evaluation process, only **Technical Bid (Part-I)** of the bids will be opened in presence of bidders on 06/01/2020 at **03.30 pm at CIPET, Bhopal**. The Technical Bids will be evaluated for credentials, experience, capability based on documents submitted in technical bid, physical inspection of their establishment as well as their client's site, obtain feedback on their past performance from their clients. Those bidders satisfying the technical requirements as determined by **CIPET** and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of **CIPET**.
5. Under the second stage of evaluation process, the **Commercial Bid (Part-II)** of only those bidders, who have been short-listed earlier in first stage will be opened on 09/01/2020 at 3.30PM. **The bidders who have been short-listed will be intimated and if they so desire can attend the meeting of opening of the commercial bid.**
6. Before submitting the bid, the intending bidder shall visit the site and familiarize himself /herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications.
7. Tenders not submitted as per the guidelines stated above, are liable for rejection. **CIPET** 's decision in this regard will be final.
8. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
9. Tenders received after the prescribed time and date will not be considered.
10. No deviations / conditions will be stipulated by the contractor in both technical and commercial bids. **Conditional tenders will not be accepted and will be summarily rejected.**
11. Tender would remain open for acceptance for 30 days from the date of opening of Technical Bid (Part-I) of the tender.
12. Falsification/suppression of information shall lead to disqualification of the Bidder / cancellation of contract even after award of work during the currency of the contract.
13. Bidder shall ensure submission of complete information / documents at the first instance itself. **CIPET** reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents/ conditional tenders.
14. **CIPET** reserves the right to reject any or all of the tender received without assigning any reason thereof.
15. **The contractor based at Bhopal / Raisen district only can participate in the tender.**

ELIGIBILITY CRITERIA

1. Bidder should be a reputed professional and **registered organization/firm/individual** with a minimum of 3 years experience in providing in-house catering (i.e., Veg /Non-Veg food.) to Govt. Educational institutions/Academy, Corporate sectors. The time period of 3 years shall be counted as on 30th September, 2019.
2. The annual average turnover of bidder should be Rs.30 lakhs during last three financial years (i.e. 2016-17, 2017-18 & 2018-19) supported by documentary proof/audited or CA certified statement of accounts.
3. Bidder should have successfully completed similar job/ services (in- house catering services) in Govt. Educational institutions/Academy, Corporate sectors during last 3 years ending on 30th September, 2019
4. Bidder should have among its clients, Govt. Educational institutions Academy, Corporate sectors, for whom they have been providing catering services of similar nature. Names and address of such clients along with details regarding nature, amount and period of the contracts should be furnished along with Technical Bid (Part-I), which can be verified by CIPET authority.
5. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
6. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
7. Bidder must not have been suspended / delisted / blacklisted by any organization on any grounds.
8. The bidder should be based only at Bhopal or Raisen district other
9. Bidder should have applicable registrations with statutory authorities such as, ESI, PF, PAN, GST, etc before applying for tender . The copies of certificates of registration should be enclosed.
10. The bidder must have Food Licence & MSME registration before applying for tender The copy of certificate of registration should be enclosed.
11. The bidders shall submit documentary evidence in support of the above Eligibility criteria. Bidder should deposit **Rs. 50,000/-** by means of a Demand Draft obtained from scheduled/nationalized bank drawn in favour of **CIPET, Bhopal**, payable at Bhopal as Earnest Money Deposit (EMD). **Tenders received without the EMD prescribed will not be considered** and treated as invalid ab-initio.
12. Complete tender document is also available free on **CIPET** 's website, address given below:
<http://www.cipet.gov.in>

13. The tenure of the Contract will be for one years. However, initially, the contract will be awarded for 06 months and if services are found satisfactory, the contract will be continued for remaining period of the year on the same terms & conditions.
14. **CIPET** will have option to terminate the contract if the contractor commits the breach of any of the conditions confined in this contract and fails to render the services to the satisfaction of **CIPET**.
15. Bidder shall deposit **Rs.50,000/-** (Rupees Fifty thousand only) by means of a crossed Demand Draft from scheduled/nationalized bank drawn in favour of "**CIPET, Bhopal**" payable at Bhopal as Earnest Money Deposit (EMD).
 - a) EMD of the unsuccessful bidder will be returned within 15 days after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards security deposit. The EMD shall not bear any interest.
 - b) The offer of contract issued to the successful bidder would need to be accepted within 7 days from the date of issue of the offer. Failure to accept the offer within this period will result in forfeiture of the EMD.
 - c) The successful bidder will be required to deposit a further sum of Rs. 1,50,000/- (Rs. One Lakh Fifty Thousand only) within 7 days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of Rs.1,50,000/- shall be refundable after expiry/termination of the contract. The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm failing to deposit the amount as above. However, CIPET reserves the right to revive the contract order, if circumstances warrant. The security deposit shall not bear any interest.
 - d) On payment of the security deposit, the contracting firm will be required to enter into an Agreement/Contract on stamp paper of appropriate value in the form to be approved by **CIPET** containing inter-alia all the terms and conditions of the contract, within 7 days of issue of the Work Order.
 - e) If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

IV

SCOPE OF WORK FOR CATERING SERVICES

16. During the contract period, the contractor shall be responsible for the following:
- i. Complete catering services to the Trainees, which includes tea, coffee, breakfast, afternoon tea/snacks, lunch, evening tea/snacks and dinner at **APPSEC, Tamot**(A unit of CIPET) as per **Annexure – V**.
 - ii. Providing special catering services within the premises / campus of **APPSEC, Tamot**(A unit of CIPET) on special occasions as per the rates agreed upon or any rates agreed upon after mutual discussions.
 - iii. A single rate shall be quoted for catering services on per head on monthly basis for Trainees. Where participants/guests stays for only a part of the day avails catering services, the catering charges shall be on per head per meal basis.
 - iv. The contractor shall provide adequate number of competent and well-trained staff for Cooking, cleaning, dining and room services.
 - v. Minimum number of staff including expert Chef, shall be maintained at any point of time sufficient to manage the activities of the mess at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.
 - vi. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
 - vii. The Messing area consists of main dining hall, kitchen, the store room attached to the kitchen It is the responsibility of the contractor for keeping the premises clean, hygiene and neat at his cost.

V. SPECIFIC TERMS AND CONDITIONS:

1. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.
2. In case of any labor problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end at his cost only.
3. The contractor should maintain all the statutory registers for his employees“ viz., Muster Roll, Register of Wages, , Register of Deductions for Damage or Loss, Register of Overtime, Wage Slips etc. as required by Labour Laws or any other statute.
4. It will be the contractor’s responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
5. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., of **APPSEC, Tamot**(A unit of CIPET) for any purpose other than those expressly provided in the contract. It shall be open to officials of **APPSEC, Tamot**(A unit of CIPET) to inspect the kitchen/Food Court premises without any prior notice.
6. The contractor shall be responsible for taking adequate care of all equipment, utensils, including safety aspects from fire etc. He should bring to the notice of official at **APPSEC, Tamot**(A unit of CIPET) , the repairs and maintenance work that are required to be undertaken from time to time. If any repairs of the equipment are to be made on account of mishandling/negligence of the workmen, except normal wear and tear, the said items will be repaired by the contractor at his/her cost.
7. The contractor or his authorized representative has to attend review meeting every month or as and when required, for discussion, evaluation of performance of the contract, and compliance with statutory issues, etc.
8. In the event, any damage is caused to the movable or immovable property of the **APPSEC, Tamot** (A unit of CIPET) reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the Security Deposit refund.
9. The contractor shall not use the **CIPET**’s address on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on **APPSEC, Tamot** (A unit of CIPET) premises.
10. To ensure effective implementation of this contract, the Principal Director or Admin.Officer or an authorized official of **CIPET** shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement the decision of the Director, **CIPET** shall be final and binding on the contractor.

VI. LEGAL TERMS AND CONDITIONS:

- a) There must be adequate staff available (cooking and Support Staff) at **CIPET**, failing to which the Contractor can be fined upon as per CIPET Mess Committee decision.
- b) The Tenderer and his staff shall abide by various rules and regulations of **APPSEC, Tamot** (A unit of CIPET) as prevalent from time to time.
- c) The Tenderer shall comply with all existing labour legislations and Acts, Provisions, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Tenderer in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Tenderer would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.
- d) The Tenderer shall submit to **APPSEC, Tamot** (A unit of CIPET) a list of all workers engaged to carry out the catering work, indicating name, age, home address, qualifications, etc, and would also intimate as and when any change takes place. The Tenderer shall not at any time engage any minor to carry out the work under the contract.
- e) The Tenderer shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
- f) **CIPET Bhopal** would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of **CIPET Bhopal** rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Tenderer or his staff. The decision of **CIPET Bhopal's** management in this regard would be final and binding on the Tenderer. In such an event, **CIPET Bhopal** shall have the right to engage any other tenderer to carry out the task.
- g) All the workers engaged by the Tenderer for carrying out tasks under this contract, shall be deemed to be the employees of the Tenderer only. The tenderer shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The tenderer shall also provide its Workers photo-identity cards which shall be checked by the **CIPET Bhopal**, as and when necessary.
- h) Noncompliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- i) The contractor shall ensure that the person deployed are disciplined and conduct in office premises, be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral act.
- j) **Official of APPSEC, Tamot** (A unit of CIPET) reserves the right to check cleanliness and upkeep of premises and quality of provisions, and quality of the food.
- k) The dining hall will be furnished by the **APPSEC, Tamot**(A unit of CIPET) but it will be maintained in good décor and hygienically by the catering contractor.

VII CONTRACTOR'S EMPLOYEES:

- a. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skillful in their tasks.
- b. The contractor shall furnish list of his/her employees to be deployed along with qualifications, experience, address, photos, etc. to security of **APPSEC, Tamot**(A unit of CIPET). The identity of such personnel will be checked daily by the **APPSEC, Tamot**(A unit of CIPET) Security at gate while entering and leaving.
- c. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- d. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and **CIPET** shall not be responsible in case of any eventuality.
- e. The contractor is solely responsible either for any injury, damage, accident of the workman employed by him or for any loss or damage to the **APPSEC, Tamot**(A unit of CIPET) equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- f. The contractor shall take prior permission from the authorized official before deploying the employee at **APPSEC, Tamot** (A unit of CIPET) However, **APPSEC, Tamot**(A unit of CIPET) reserves the right to reject any particular workmen/staff placed/employed by Contractor under the contract with **APPSEC, Tamot**(A unit of CIPET) without assigning any reason.
- g. The Contractor shall remove any employee who in the opinion of **APPSEC, Tamot**(A unit of CIPET) is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify **APPSEC, Tamot**(A unit of CIPET) against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them.
- h. The workmen/employees engaged by the Contractor shall not have any right/claim for employment in **APPSEC, Tamot** (A unit of **CIPET**) at any stage.
- i. **The Contractor** shall arrange for medical check-up of the canteen personnel if considered necessary by **APPSEC, Tamot**(A unit of CIPET) and the Contractor shall withdraw any person who is found medically not fit for the job and arrange for an appropriate substitute.
- j. It is clearly understood that the contractor's employees shall not have any employee-employer or master-servant relationship with **APPSEC, Tamot** (A unit of CIPET)
- k. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/ **APPSEC,**

Tamot(A unit of CIPET) premises.

- l. In case of theft of any material/cash takes place from the occupants room on account of the negligence on the part of the employees employed by the Contractor, the Contractor would be liable for such lapse and the amount, if any, would be recovered from the Contractor while settling the bill.
- m. All workers engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost through a group personal accident insurance policy.
- n. The workers employed by the Contractor:
 - a. Shall not act in any way detrimental the interest of the Institute
 - b. Have to follow the security instructions as directed by **APPSEC, Tamot**(A unit of CIPET) officials
 - c. They shall not participate in any strike or protest in any form.

VIII. LICENCES AND REGISTRATIONS:

- a. The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/Government of India (ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Workmen Compensation Act, Minimum Wages Act 1950 and amended from time to time, Payment of Wages Act 1935 and amended from time to time Provident Fund Act, ESI Act, etc. and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the principal employer **APPSEC, Tamot**(A unit of CIPET) against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.
- b. The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.
- c. Sub-letting/ sub contracting the work is not permissible under any circumstances.

IX. SECURITY DEPOSIT:

- a. The successful bidder has to deposit a amount of Rs. 1,50,000/-(Rupees one lakh fifty thousand only) by drawing a demand draft from the Nationalized Bank/scheduled bank in favor of the CIPET Bhopal before the commencement of the contract. If the contractor fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job satisfaction. **CIPET** reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else at his risk and cost.
- b. The security deposit furnished by the contractor will not carry any interest and will be refunded at the end of the contract period.

- c. On completion of Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory is liable for forfeiture of Security Deposit amount deposited.
- d. The security deposit made by the contractor to be released only after producing the proof of compliance and Provident Fund, Minimum Wage etc. The books of accounts regarding attendance, acquaintance, wages paid, PF Accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.

X. FURNITURE AND FIXTURES:

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by APPSEC Tamot(CIPET) in or to the kitchen and dining block shall remain to be the exclusive property of **APPSEC, Tamot**(A unit of CIPET) and shall on termination/expiry of this contract be handed over by the Contractor to APPSEC Tamot in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

a. Damage to other articles in the premises

The Contractor shall be responsible for any damage to the Messing/cooking area of the building under the Contractor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the contractor when such damage is in the opinion of the official of APPSEC Tamot(A unit of CIPET) caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent and the Contractor shall be liable to pay to APPSEC Tamot(A unit of CIPET))such amount in respect of such damage as may be assessed by CIPET officials.

b. Crockery, Cutlery and Cooking utensils etc.

The Contractor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order and condition. The Contractor shall maintain inventory of the stock of items given to him. An inventory statement giving clearly the break-up of the stock including usable items, unusable items due to normal wear and tear and breakage / missing, if any, should be submitted to APPSEC Tamot(A unit of CIPET) by 10th of every month, which shall be checked by the authorized official of **CIPET** If any breakage takes place on account of negligence or mishandling of the equipment,utensils, crockery and cutlery, the Contractor shall have to bear the entire cost in respect of such breakage. Similarly, the cost of any items, missing shall be recovered from the Contractor in full.

XI. KITCHEN EQUIPMENT:

Adequate care to be taken to keep the kitchen equipment in good condition. The list of kitchen equipment items will be provided at the time of awarding the contract. The cooking range, oven and other kitchen equipment should be cleaned on a daily basis and kept clear of any spillage of food and oil. Any repairs, if required for, should be brought to the notice of the authorized official of the APPSEC Tamot(A unit of CIPET) immediately.

XII. MAINTENANCE OF MESSING/COOKING AREA:

The Contractor shall keep the Messing/Cooking Area as well as the adjoining space around the kitchen in a clean and tidy condition and use branded detergent to clean and mop the canteen block. The dining tables and the service tables have to be maintained in a clean and neat manner. The Contractor shall not permit the kitchen or any portion thereof to be used for residential purposes by any of its employees. It shall be open to any official of **APPSEC, Tamot** authorized in this behalf to inspect the Messing block or any portion thereof at any time.

XIII. PERSONAL SUPERVISION:

It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to the official of **APPSEC Tamot(CIPET)** and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be conversant with Hindi and English.

XIV. STANDARD OF CATERING:

- a. **APPSEC, Tamot**(A unit of CIPET)" officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.
- b. A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the students, guests, guest faculty, participants and staff members.
- c. The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for Eg. by the food inspectors/ food dept.) the same shall be borne by the contractor and **APPSEC, Tamot**(A unit of CIPET) will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the sessions, during which such food poisoning has occurred, **APPSEC, Tamot**(A unit of CIPET) may initiate further stringent action, as he may deem fit.
- d. The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by **APPSEC, Tamot**(A unit of CIPET). The Contractor shall be bound by the decision of CIPET.
- e. Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.

- f. The Caterer should ensure that the entire catering premises are kept hygienic and clean condition. A thorough master cleaning ought to take place every weekend for all equipment's, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.

XV. PROVISIONS, FRUITS, VEGETABLES AND OTHER ITEMS :

- a. The Contractor shall be solely and wholly responsible for the procurement of fruits, vegetables and all items of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter in to for fulfilling the contract.
- b. It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner in the space provided by APPSEC Tamot(A unit of CIPET) The security of such material shall be the sole responsibility of the Contractor

XVI. UTENSILS FOR COOKING NON-VEGETARIAN FOOD:

The Contractor shall ensure that cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non Vegetarian dishes.

XVII. SERVICE TIMINGS:

The timings for serving the Trainees shall be informed by officials of **APPSEC, Tamot** (A unit of CIPET) invariably from 7.30 am to 9.00 pm. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor should provide without any extra charges.

XVIII. PREPARATION OF THE MENU:

The menu for each day's breakfast, lunch, evening snacks and dinner shall be drawn up with due regard to the seasonal requirements, needs and varying tastes of the on a regular basis in advance by the Contractor or its Manager and approved by the authorized official designated by APPSEC Tamot(A unit of CIPET) for this purpose. The duly signed menu shall be enclosed with the bills at the time of submitting the same for payment.

XIX. SICK STUDENTS:

If a Trainee falls ill or is indisposed, they shall be provided with special diet up to the cost of the normal menu, as and so long as, needed by him, without any extra charge in lieu of the normal food supplied in the Food Court. The same shall be served in the room of such trainee if so required, also without any extra charge.

XX. MISCELLANEOUS:

- a. Food should be cooked only in the kitchen of the canteen. Contractor should not bring or serve any food prepared or cooked outside.
- b. The Contractor shall not be allowed to carry away any material/item out of the campus. Accommodation may be provided to few key staff in dining area by APPSEC Tamot to the staff of the Contractor on the discretion of official **APPSEC, Tamot**(A unit of CIPET). However, their presence, however, shall not cause any disturbance to normal functioning of APPSEC Tamot
- c. The Contractor shall co-operate with the other Contractors working in the campus.
- d. The disposal of leftover foods and other garbage will have to done on a daily basis by dumping the same in the main garbage bin earmarked by APPSEC Tamot(A unit of CIPET) for the purpose. Leftover food should not be sold or sent out of the campus.
- e. The authorized representatives of APPSEC Tamot(A unit of CIPET) shall check the quality and quantity of the items supplied and served.
- f. Persons working in the canteen shall be provided with apron, gloves, headgear, etc., besides uniform.
- g. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.
- h. One of the Cook should be available from breakfast till completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the Contractor.

XXI. DISPUTES RESOLUTION:

All questions, disputes and / or differences arising under this shall be referred to an Arbitrator so appointed by the Principal Director, whose decision is final and binding on the contractor. This Jurisdiction is limited to Bhopal only.

**Principal Director,
CIPET Bhopal**

Note: Put in PART-I

Forwarding Letter

(To be submitted on Tenderer's letter head)

No.:

Date:

To

Principal Director,
CIPET
G-Sector, Govindpur Indl Are
Bhopal-462022

Dear Sir,

Sub: Tender for Catering Services

1. This has reference to your tender notice for catering services at APPSEC Tamot(A unit of CIPET). We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents in the prescribed proforma as mentioned in tender document.
4. I/We are enclosing following Demand Draft for Rs.50,000/- in favour of “**CIPET**” payable at Bhopal towards EMD.
5. I/We agree that our tender shall remain valid for acceptance by CIPET for a period of 30 days from the date of opening of Part-I.
6. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
7. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to **CIPET** verifying any or all the information furnished in this document with the concerned authorities, if necessary.
8. I/We understand that **APPSEC, Tamot**(A unit of CIPET) reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person of the
firm/bidder with office seal)

Note: Put in PART-I**Profile of the Tenderer****PART "I"****TENDER FOR CATRING SERVICES AT APPSEC, Tamot(A unit of CIPET)-**

1. Name of the Firm/organization :
2. Address :
3. Telephone No./Mobile No. & Name of
The contact person :
4. Fax No. :
5. Email ID :
6. Do you have any Office at Bhopal,
If so, Please provide the Address and
Telephone No. :
7. Month and year of establishment :
8. Name of Proprietor/Partners/directors :
9. No. of years of experience in this field,
With References. :
10. Annual turnover during the last three years
(enclose copies of Audited Financial Statement) :
11. Whether the firm is an Income Tax Assesses?
If so please give the details of PAN No. and copy
of the latest assessment order for FY 2018-19 :
12. Registration No. :
13. EPF No. :
14. ESI No. :
15. GST :
16. Bank details (Bank Name, No. & Address
For ECS Payments) :

Contd..2..

Note: Put in PART-I

17. DETAILS OF PREVIOUS CONTRACTS as per clause * (1-9-2016 to 30-9-2019)

Period of Contract From To	Name and Address of the organisation with reference letters/ PO/ work order Copies	Name of the Contact Person & Phone No.	Value of Contract and other Details	Remarks
<p>*Order copy is essential, otherwise the tender will not be considered</p>				

18. Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials: (1-9-2016 to 30-9-2019)

Period of Contract From To	Name and Address of the organization with reference letters/ PO/ work order Copies	Name of the Contact Person & Phone No.	Value of Contract and other Details	Remarks

**SIGNATURE OF THE TENDERER
WITH SEAL**

General Structure of the mess menu

All the item provided must be unlimited in quantity unless specified. Below mentioned menu is indicative/suggestive and can be amended by Mess Committee with due consultation with contractor.

BREAKFAST:

- Plain Paratha/ aloo, gobi,mathee, / Poha with jalebi/ Idly/Wada/ dosa(masala/plain)/ Chole bhatoore/Kulche/ Pav Bhaji/ Puri Sabji/upma (limited quantity)

AND

- Tea

LUNCH:

- One Sabji
- One Dal
- Rice
- Chapati
- Salad
- Pickle

DINNER:

(VEGETARIAN)

- One Sabji
- One Dal / Rajma / Chhole
- Rice
- Chapati
- Salad
- Pickle

(NON VEGETARIAN)

- 2 days Egg & 1 day Non Veg dish (for Vegetarian Paneer dish) (Limited)

There will be special dish in lunch in every sunday & dinner will be light dish like khichari.

SIGNATURE OF THE TENDERER

BRANDS OF CONSUMABLES PERMISSIBLE IN TRAINEES MESS

The Contractor shall use only branded AGMARK/FSSAI/BIS approved brand raw materials and best quality items for preparing the food. Brands of products will be decided by the Mess Committee for which the Contractor should abide. **Use of cooking soda in rice, maida in chapatti and MSG and Vanaspati (Dalda) in other food items is strictly prohibited.**

A quality control Supervisor will check all materials brought to the mess as well as cooking practices, followed in the event of quality of the food served being poor, adulterated, contaminated, use of expired raw materials or not adhering to contractual conditions, the Mess Committee will be free to impose monetary fine or equivalent special dish as deemed fit on the Contractor.

The Contractor will submit two or three brands (**AGMARK/FSSAI/BIS approved**) for each item and the Mess Committee will select the appropriate brands for cooking.

The Contractor may use any other standard/ FP approved brands only if permitted by the Mess committee in writing.

SIGNATURE OF THE TENDERER

CHECK LIST FOR TECHNICAL BID (Part-I)
To be filled in by the tenderer/bidder

Sl.No.	Particulars	Documents attached Yes/No	Page No.
1	License for providing catering and housekeeping services (Registration under shops & Estt. Act) Obtained		
2	Trade License		
3	Copy of work orders of the present contract period (From April, 2016 onwards)		
4	Copy of work order of the completed contracts during last 3 years (April, 2016 to March, 2019)		
5	Average annual turnover of the firm for last 3 years must be 30 Lakhs Furnish copies of audited balance sheets and profit and loss account statements)	FY 2016-17 FY 2017-18 FY 2018-19	
6	Registration Nos. under various Statutory Acts viz. GST, EPF, ESIC, Labour Licence, Food Licence (copy of registration certificate to be enclosed) a. GST b. EPF c. ESIC d. Food License e. PAN (copies of income-tax returns for last 3 years to be enclosed) 2016-17,2017-18, 2018-19		
7	Food License & MSME Registration must be necessary before applying for Tender		
8	Whether involved in any litigation earlier with any organization? If so, please submit the details		
9	Any civil suits pending in any of the works executed? If so, furnish details		
10	Any other information which the bidder feels Relevant		
11	EMD – Demand Draft of Rs.50,000/-(Rs.Fifty Thousand only)		

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

PART – II - FINANCIAL BID

Annexure - III

**SCHEDULE OF RATES TO BE QUOTED FOR CATERING SERVICES FOR TRAINEES
AT APPSEC, Tamot(A unit of CIPET)**

S. No.	Particulars	Rate in Figures per month	Rate in Words
1	<ul style="list-style-type: none"> • <u>BREAKFAST:</u> Plain Paratha/ aloo, gobi,mathee, / Poha with jalebi/ Idly/Wada/ dosa(masala/plain)/ Chole bhatoore/ Kulche/ Pav Bhaji/ Puri Sabji/upma (limited quantity) • Tea <p><u>LUNCH:</u></p> <ul style="list-style-type: none"> • One Sabji • One Dal • Rice • Chapati • Salad • Pickle <p><u>DINNER:</u></p> <p>(VEGETARIAN)</p> <ul style="list-style-type: none"> • One Sabji • One Dal / Rajma / Chhole • Rice • Chapati • Salad • Pickle <p>(NON VEGETARIAN)</p> <ul style="list-style-type: none"> • 2 days Egg & 1 day Non Veg dish (for Vegetarian Paneer dish) (Limited) <p>Special dish in lunch in every sunday & dinner will be light dish like khichari.</p>		

Note: Applicable Taxes, if any for the above may please be indicated separately.

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender Document including the penalty clause.

(Signature and Name of the authorized person of
the firm/bidder with office seal)

Name:

