

Expression Of Interest (EoI)

For

PROVIDING MESS SERVICES

At

CIPET:SARP-LARPM, Bhubaneswar

(For Staffs & Research Scholars)



EOI DOC. NO. - CIPET:SARP-LARPM/PMS/२०२२-२३/०२, Dtd -28-01-2023

CIPET: SARP-LARPM

(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)

B/25, CNI Complex, (P.O.) KIIT, Patia,
Bhubaneswar, Odisha - 751024

Ph. No: 0674 2742852, 2740173, Fax No: 0674-2740463

e-mail: larpm@cipet.gov.in

Website: www.cipet.gov.in



सिपेट:एसएआरपी-एलएआरपीएम,भुवनेश्वर



CIPET:SARP-LARPM/PMS/२०२२-२३/०२

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केंद्रीय पेट्रोकेमिकल्स इंजीनियरिंग एवं तकनीकी संस्थान(सिपेट)
CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
SCHOOL FOR ADVANCED RESEARCH IN PETROCHEMICALS (SARP) - LARPM
(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizer, Govt. of India)
B-25, C.N.I. Complex, Patia, Bhubaneswar – 751 024 (Odisha)
Tel: 2740173, Fax : 0674-2740463
Email : larpmpipet@larpm.in

Sealed EOI are invited from the Registered Firm/Company/Service Providers/Contractors for providing Mess Services at CIPET: SARP-LARPM Bhubaneswar.

IMPORTANT DETAILS

SI. NO.	DESCRIPTION	DATE	TIME
1.	Date of Advertisement in News Paper	28.01.2023	-
2.	Last date/time of submission of Expression Of Interest (EOI)	18.02.2023	03:00 PM
3.	Date & Time of opening of Expression Of Interest (EOI)	18.02.2023	04:00 PM

CIPET: SARP-LARPM reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reasons thereof.

Purchase In-Charge
CIPET:SARP-LARPM, Bhubaneswar

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The EOI documents giving full details, terms and conditions can be downloaded from Web Site. The offers will be submitted in online which contain as follows:

List of Documents to be submitted along with EOI :

1. Profile of the mess/canteen service provider on its letterhead.
2. Name of the owners/partners/Principal Director of the firm/company/corporation and their addresses.
3. A self-attested Registration Certificate under the Companies Act, 1956/2013 or a partnership firm registered under Indian Partnership Act of Proprietary Concern.
4. A self-attested Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
5. Valid copy of food processing/catering service License, GST & PAN registration.
6. Copy of work order/experience certificate, wherein the bidder is having at least 05 years experience in similar work in Ministry/Departments of Govt. of India/Central PSUs/Nationalized Banks/State Govt. Departments/Autonomous /Statutory Bodies/Corporations.
7. Copies of self-attested audited profit & loss account /income & expenditure account and balance sheets for the past three financial years wherein the average annual turnover of the company/firm/agency should be more than rupees five lakh during the last three financial years

Financial Bid details as per online schedule

Price bid of the bidders, whose EOI cost, Technical bid are found in order, shall be opened as per schedule intimated after opening of Technical Bid. Director& Head CIPET: SARP-LARPM, Bhubaneswar, reserves all right regarding enhance or reduce the quantity of work and to cancel the entire EOI or any EOI without assigning any reason thereof. Conditional EOI will not be accepted.

Note: The bidders are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

**Purchase In-Charge
CIPET: SARP-LARPM, Bhubaneswar**

General Instructions and Terms & Conditions

1. ELIGIBILITY AND SELECTION CRITERIA

- A registered company, firm or agency having more than 5 years experience in similar work and minimum annual turnover more than Rs.5.00 Lakh (Rupees Five Lakh) during the last three financial years
- Service providers having adequate experience in running same/similar type of Canteen/ Cafeteria in Government departments, Public Sector Undertakings, renowned Private educational institutions may apply along with sufficient proof of their experience and ability of running the canteens. In this connection, a committee constituted by the Director & Head, CIPET:SARP-LARPM, Bhubaneswar shall evaluate the technical bids specifically containing similar experiences of carrying out canteen/mess services .
- The bidder should be registered with the Competent Authority and should have valid Food processing/ catering service License.
- The bidder should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
- Any bid received after the scheduled date & time or incomplete in any manner will not be accepted.
- The bidder (Firm) is expected to examine all instructions, Terms & Conditions, specifications in the bid document. Failure to furnish information required in every respect will be the bidders risk and may result into rejection of the bid(s).
- The contract for providing mess services shall remain valid initially for a period of **One (01) year** subject to the performance and services of the Contractor and as per agreed terms and conditions.
- **Security Deposit** : The successful bidder has to submit an amount of **Rs.20,000/- (Rupees Twenty Thousand Only) as performance security in the form of DD (Demand Draft) in favor of CIPET LARPM, Bhubaneswar** having validity of 60 days beyond the date of completion of the contract i.e. for a period of 14 months before signing of agreement with CIPET.

2. **Amendment of Bidding Documents:**

At any time prior to the submission of the bids, the Service Receiver (CIPET:SARP-LARPM, Bhubaneswar) may, for any reason, whether at their own discretion or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents through amendments.

3. **Signing of Bid**

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.

4. **Submission of Bid**

(a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “**Technical Bid**” should contain an Introductory letter of contractor along with copies of documents as evidences for the past 3 years Income Tax Return, Balance Sheet and past experience of last 05 years and other document mentioned in Annexure-I. The Architect/Consultant has to fill up Annexure “I” with his signature along with all supporting documents.

Envelop No. II super/scribed as “Financial Bid” should contain the EOI as per Annexure II duly signed by authorized signatory.

Both Envelope I & II should be placed in large envelope which should be super- scribed As “**Providing Mess Service**” at **CIPET:SARP-LARPM, Bhubaneswar**” and addressed to **Purchase In-Charge**, B/25, CNI Complex, (P.O.) KIIT, Patia, Bhubaneswar,Orissa.751024.

If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid’s misplacement or premature opening.

7. Deadline for submission of Bids

Bids must be received by the Service Receiver at the address specified under commercial bid not later than **03.00 PM on 18-02-2023**

8. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

9. Contacting the Service Receiver

No bidder shall contract the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

10. Evaluation of Bid

(i) The large Envelope (containing separate envelope I & II) will be opened first in the Presence of the bidders on **04.00 PM on 18-02-2023 onwards**. Thereafter the Envelope I i.e. Technical Bid will be opened.

(ii) Those Participants who have not enclosed Technical Bid documents not submitted. In such cases their Envelope II which contains the financial bid will not be considered.

(iii) The Envelope II i.e. Financial Bid will be opened for those parties who qualify in Technical Bid

(iv) The contract will be awarded to the L1 bidder in financial bid.

(v) If the price quoted by two or more Architect/Consultant are same then the bid will be finalized on the basis of past experience/Turnover of the organization. However the decision of Director & Head will be final & binding on all the bidders.

11. The completion period should be strictly adhered filling which CIPET:SARP-LARPM, Bhubaneswar reserves the right to cancel the order without assigning any reasons whatsoever.

12. PHYSICAL INSPECTION

a) The Committee of CIPET:SARP-LARPM, Bhubaneswar shall pay a visit to at least 1 (one) Institute where the bidder himself is providing same/similar nature of services. The evaluation shall be made based on the following parameters.

i) Food quality and taste

ii) Cleanliness & hygienic condition of the working place such as cooking area, service area, dining area etc.,

iii) Staff : Trained/ Experienced/ Uniform/ Behavior etc.

iv) Food storage facility : Cold Storage, Pastry Storage, Cooked food Storage etc.

v) General : Garbage disposal, Exhaust system, Firefighting system, Records keeping etc

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13. The contractor shall maintain the working hours of Canteen as laid down by the Canteen Committee. The contractor will keep the premises clean as per the instructions of the canteen committee on its own cost. The garbage as generated will be suitably disposed off through mechanized manner and no garbage will be piled up for more than one day.
14. The contractor shall maintain **FULL HYGIENIC CONDITIONS** in the Canteen, in the storage, preparation and serving of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, so as to maintain the standards and aesthetic values in the Canteen. Contractor should make arrangements for visible storage of prepared food in hygienic condition. The canteen and its premises shall be kept clean and tidy. The garbage, peel-offs etc. should be disposed of as per norms of Bhubaneswar Municipal Corporation at the cost of the Contractor/ Caterer. **Smoking, tobacco chewing and intake of liquor is strictly prohibited.**
15. The contractor shall carry out the work in accordance with this contract and with directives of Canteen Committee and to the satisfaction of the administration through Canteen Committee. The Canteen Committee from time to time may issue further instructions, detailed directions and explanations which are hereafter collectively referred to as Canteen Committee's instructions in regard to the Canteen management.
16. The Canteen Committee or its members shall have every right to inspect the Canteen without any notice and can seal the canteen in case of violation of terms and conditions. The staff of the canteen shall be the sole staff of the contractor and no relationship of master and servant shall exist between CIPET:SARP-LARPM, Bhubaneswar and such staff.
17. The decision of the Committee of the Institute with regard to any matters pertaining to the Canteen shall be final
18. The Canteen Contractor shall handover charge of all furniture, fixtures, fittings etc., in good condition to the Institute when the contract is terminated.
19. The Canteen Contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of contract.
20. The Canteen Committee may also authorize any other person of CIPET:SARP-LARPM, Bhubaneswar to inspect the central canteen.
21. The contract will be in force from the date of leasing the Canteen and expire on completion of contract period and no notice by Institute is necessary and the Canteen Contractor shall leave the Canteen premises with his employees immediately after completion of the specified date and shall not re-enter.
22. The CIPET:SARP-LARPM, Bhubaneswar permits the Contractor to utilize the electrical and sanitary fittings, furniture, for the purpose of carrying out their obligations under this Agreement. However, any extra requirement to be arranged by the service provider / contractor/vendor.
23. **Payment**
100% payment shall be paid within 15 days of receipt of Invoice.
24. CIPET reserves the right to reject any or all bid in full or part thereof without assigning any reason.
25. The Director& Head, CIPET:SARP-LARPM, Bhubaneswar is the final authority and his decision will be final and binding on the supplier for any disputes.
26. All legal disputes will have the jurisdiction of Bhubaneswar only.

27. CONTRACT DOCUMENTS

- i) The contract documents are to be taken mutually explanatory of one another and in case of

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ambiguities or discrepancies the same shall be explained and clarified by the Institute who shall thereupon issue to the contractor their interpretation and direction in what manner the work is to be carried out.

ii) The contractor shall employ skilled and experienced persons in running the canteen. No child labor will be employed by the Contractor in the canteen and the Institute shall be at liberty to object to and require the Contractor to remove from canteen any person employed by contractor in running the canteen who in the opinion of the Institute is unbecoming of being employed in the canteen. Such persons shall not again be employed in the canteen without the specific permission of the Canteen Committee

28. The mess service providing firm/agency should have established office in **Bhubaneswar, Odisha.**

Annexure: I

**Expression Of Interest (EOI) Providing Mess Services
at CIPET:SARP-LARPM Bhubaneswar
Agency/Firm/Company/ Contractor Details for Technical Evaluation**

“TECHNICAL BID”

Sr. No.	PARTICULARS	Copy Enclosed (Yes / No)	Page No.
1	Registration Certificate under Shops & Establishment Act. (Municipal License, Trade License)		
2	Registration of Firm in case of Partnership or Certificate of Incorporation in case of company		
3	Partnership Deed/ Memorandum & Articles of Association		
4	License for Food Processing/ Catering service		
5	License to employ contract labour, EPF, ESIC Registration etc		
6	Copies of Balance Sheet and P&L Account for the last 3 Financial years (2019-20, 2020-21 & 2021-22)		
7	Last thee (03) Financial years Turnover Certificates duly certified by the CA (2019-20, 2020-21 & 2021-22)		
8	Copies of Service Contract work order and Services completion Certificates along with Experience certificate (Last 05 years)		
9	MSME/NSIC Certificate		
10	No Blacklisting Declaration		
11	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)		
12	Any other information, if necessary		

Date:

Seal & Sign. of the Bidder



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Annexure- II
FINANCIAL BID
(For Providing Mess Services)

To
Purchase In-Charge
CIPET: SARP-LARPM,
BHUBANESWAR
B-25, CNI COMPLEX, PATIA,
BHUBANESWAR- 751024

**Subject: Expression of Interest (EOI) for providing Mess Services at CIPET:SARP-LARPM,
Bhubaneswar – Reg.**

Dear Sir/Madam,

In response to the EOI for Providing of Mess Services at CIPET: SARP-LARPM, Bhubaneswar,
we submit herewith our financial bid:-

Sl. No.	Description	Menu	Qty.	Rate in Rs.
1	Tea/Coffee one cup		75 ml	
2	Break Fast	Idli (70 g each) /Vada (50 g each) with chutney &sambhar	05 nos.	
		Upma/ Halwa with sambar & chutney	200 gm	
		Masala Dosa with Chutney and Sambar	(33 X 33) Medium Size	
		Uttappam with Chutney and Sambar	05 nos.	
		Poori with curry/ Ghuguni (06 nos.)	50 gm Each	
		Aloo/Methi/ Veg paratha (3 No.) with veg/ aloo dum	(75 g) each	
3	Lunch (Veg & Non Veg)	<u>Standard Vegetable Thali for Lunch and Dinner</u> <u>Standard Thali</u> : Rice (200g), Pooris/Roti/plain paratha (4 Nos., 30 g each), Seasonal veg curry (1 no., 125g) and Veg fry, Daal/ Dalma (150 g), [Curd/Khata 50 ml, Salad, Papad and Pickle, Lemon		



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		Special Paneer Thali : Standard Thali : Rice (200g), Poori/Roti/plain paratha (4 Nos., 30 g each), /Veg fry, Daal/ Dalma (150 g), [Curd/Khata 50 ml, Salad, Papad and Pickle, Lemon with paneer (125 gm apart from gravy) curry/masala		
		Special Mushroom Thali : Standard Thali : Rice (200g), Pooris/Roti/plain paratha (4 Nos., 30 g each), seasonal veg curry (1 no., 125g)/Veg fry, Daal/ sambar (150 g), [Curd/Khata 50 ml, Salad , Papad and Pickle, Lemon with mushroom (125 gm apart from gravy) curry/masala		
		Special Fish Thali :Standard Thali : Rice (200g), Pooris/Roti/plain paratha (4 Nos., 30 g each), seasonal veg curry (1 no., 125g)/Veg fry, Daal/ sambar (150 g), [Curd/Khata 50 ml, Salad, Papad and Pickle, Lemon with Fish (2 pieces 50gms each apart from gravy) curry/masala		
		Special Chicken Thali: Standard Thali : Rice (200g), Pooris/Roti/plain paratha (4 Nos., 30 g each), Veg fry, Daal/ Dalma (150 g), [Curd/Khata 50 ml, Salad, Papad and Pickle, Lemon with Chicken (150 gm, piece wt apart from gravy) curry/masala		
		Special Egg Thali :Standard Thali : Rice (200g), Pooris/Roti/plain paratha (4 Nos., 30 g each), /Veg fry, Daal/ Dalma (150 g),		



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		[Curd/Khata 50 ml, Salad , Papad and Pickle, Lemon with Egg (2 pieces) curry/masala		
4	Evening Refreshment	As decided by Canteen Committee		
5	Special Lunch Veg	As per the menu decided by Canteen Committee		
6	Special Lunch Non Veg	As per the menu decided by Canteen Committee		

11 The Menu mentioned above is just indicative. Contractor/Service receiver may propose daily menu & the same has to be approved by CIPET:SARP-LARPM, Bhubaneswar Canteen Committee.

12 Special Lunch twice in week

13 Special Thali Menu will be directed by authority

Authorized Signatory of the Bidders with Seal

Important Notes:

- Rates quoted above should be inclusive of all taxes / levies (G.S.T and any other statutory Central/State Govt. taxes) and should be valid for **ONE (01) year** from the date of the contract.
- Rates quoted by the bidder must be inclusive of all charges.
- In case of Tie, decision of CIPET Management Committee will be final and will be binding on all bidders.



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TERMS & CONDITIONS OF AGREEMENT FOR MESS SERVICES AT CIPET: SARP-LARPM, Bhubaneswar

1. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Canteen Committee.
2. Tentative Mess Timings

Breakfast	:	07.00 A.M – 09.00 A.M
Lunch	:	01.00 P.M - 02.00 P.M
Evening Snacks	:	04.30 P.M – 05.30 P.M
Dinner	:	08.30 P.M – 09.30 P.M
3. Dispute: In case of any dispute between the Warden/Canteen Incharge and the Service Provider, the matter will be referred to CIPET:SARP-LARPM 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 labors on daily wage are to be followed strictly by contractor/service provider 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 CIPET:SARP-LARPM, Bhubaneswar authorities.
10. The security deposit will be returned within three months 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 the Institute is empowered to terminate the contract with a short notice of one week. The Hostel Warden/Committee's opinion/decision shall be 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 CIPET 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.



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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 any 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** for preparing the food.
17. 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.
18. 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.
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.
20. 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/Committee.
21. 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.
22. 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.
23. 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.
24. All expenses related to the functioning of the employees engaged by the Contractor shall be within the scope of the Contractor.
25. 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 the claim for mess bill.
26. The Director & Head reserves the right to reject any/all the tender without assigning any reasons thereof.

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: SARP-LARPM 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.



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- c. Kitchen should be kept clean. If it is found so i.e, not kept clean, a fine of **Rs. 1000/-** for each occasion will be imposed.
- d. For damages caused by the contractor to the kitchen equipment's, vessels and other items supplied by the licensor(CIPET:SARP-LARPM, Bhubaneswar), twice the cost of the equipment will be recovered or same equipment to be provided.
- 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. 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.
- i. Changes in approved menu of any meal without permission of warden/mess committee would result in a fine of **Rs. 1000/-** on the contractor.
- j. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of **Rs. 1000/-** on contractor for every instance.
- k. Fine of **Rs.1000/-** shall be imposed for consumption of alcohol, smoking, consuming gutkha, tobacco etc. either by the mess contractor/staffs of the mess for each instance found so, leading to termination of contract also.
- l. 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:SARP-LARPM Management for reduction/waiver of penalty. The decision of the Management shall be final.