



“TENDER DOCUMENT”
FOR
“CONTRACT SERVICES FOR
HOSTEL MESS AND STAFF CANTEEN
AT
CIPET: CSTS - Jaipur”

TENDER NO: CIPET/CSTS/JAIPUR/2019-20/ H-MESS /05

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers
Govt. of India

SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, Jaipur.-302022

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TABLE OF CONTENTS

1. IMPORTANT INFORMATION.....	3
2. NOTICE FOR INVITING TENDER	4
3. ABOUT THE INSTITUTE.....	5
4. SCOPE OF WORKS FOR CANTEEN CATERER	6
5. ELIGIBILITY CONDITIONS FOR PARTICIPATION.....	6
6. GUIDELINES FOR PARTICIPATION	8
7. OPENING OF TECHNICAL BIDS.....	8
8. PERIOD OF CONTRACT	9
9. FORFEIT OF EMD.....	9
10. ELECTRICITY AND WATER CHARGES	9
11. STATUTORY OBLIGATIONS OF THE CONTRACTOR.....	9
12. OTHER OBLIGATIONS OF THE CONTRACTOR	10
13. PAYMENT	12
14. TERMINATION OF THE CONTRACT	12
15. PENALTY	13
16. JURISDICTION	14
17. CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	14
18. TERMS AND CONDITIONS	15
ANNEXURE-I – (Agreement).....	16
ANNEXURE-II (Performance Certificate).....	19
ANNEXURE – III.....	20
ANNEXURE IV (Technical Bid).....	21
ANNEXURE V (Financial Bid).....	23

1. IMPORTANT INFORMATION

Last date & time for sale of Tender document	26-06-2019 (Up to 11:00Hrs)
Earnest Money Deposit (EMD)	Rs.1,50,000/- (One Lakh Fifty Thousand Only)
Submission of duly filled in Tender document	On or before 26-06-2019 (Up to 13:00Hrs)
Date & Time of Opening of Technical Bids	26-06-2019 (15:00 Hrs)
Date & Time of Opening of Financial Bids	Intimation will be given to the Technically qualified bidders only.
Venue for Opening of Technical & Financial Bids	CIPET: CSTS - JAIPUR SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, Jaipur.-302022
Tender Fee	Rs. 3,000/-
EMD	Rs. 1,50,000/-

2. NOTICE FOR INVITING TENDER

CIPET: CSTS - Jaipur invites sealed tender in two bid system (Technical Bid and Financial Bid) in separate cover superscribing on cover as Technical bid and Financial bid on respective envelopes. The both the envelopes have to be put in a single cover superscribing "Contract for Hostel Mess and Canteen Services at CIPET: CSTS - Jaipur". The tender forms can be obtained from Cashier, Accounts Department against payment of Rs.3,000/- (Non-refundable) per tender set from 10:00 AM to 3:00 PM on all working days. The tender Documents duly completed in all respects have to be submitted along with EMD of Rs.1,50,000/- (One Lakh Fifty Thousand only) in the form of Demand Draft (DD). Earnest Money Deposit (EMD) will be refunded without interest to unsuccessful bidder on or before 45 days after award of contract. There is no exemption for Tender Fee & EMD to any of the bidders. Last date & time for sale of Tender documents on 26-06-2019 (Up to 11:00 Hrs). Submission of duly filled in Tender document is on or before 26-06-2019 (Up to 13:00 Hrs).

Director & Head, CIPET: CSTS - Jaipur reserves rights to accept or reject any/all tenders without assigning any reason/s thereof.

3. ABOUT THE INSTITUTE

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India 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 Plastics 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 from various locations spread across the country catering to the needs of Polymer and allied industries.

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.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Agartala, Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur, Chennai, Dehradun, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Raipur, Ranchi, Valsad and Vijayawada. 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.

CIPET renders 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.

4. SCOPE OF WORK FOR CANTEEN CONTRACTOR

CIPET: CSTS - Jaipur campus comprises of CAD/CAM, Tool Room, Processing, Testing departments, an Administrative Block, one academic block, two hostels and one guest house with 120 No's Staff and approx 1,000-1,200 students. In addition, the institute conducts various residential Long Term Courses (LTC) & Short Term Courses (STC). The Canteen also serves tea/coffee/cold drinks, snacks, high tea, lunch/dinner etc. during official meetings, Programme, seminars and functions organized by the Institute from time to time. In addition, people visiting CIPET: CSTS - Jaipur campus in connection with various academic activities of the Institute will also avail these services.

The Staff Canteen & mess of hostel is managed by a Canteen / student's committee called Staff Canteen/Mess Management Committee of CIPET/Hostel under the overall control of respective Committee/Warden of the hostel. The staff/mess catering facility for office/hostels will be provided by CIPET: CSTS - Jaipur like table, chairs and utensils etc.

The prime requirement of safety, health and hygienic conditions will be maintained in and around the mess/kitchen and it will be the responsibility of the contractor.

Committee/Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor. The successful contractor has to maintain the premises including kitchen and surrounding areas of the hostel mess in hygienic condition.

5. ELIGIBILITY & SELECTION CREITERIA

BASIC ELIGIBILITY

- (a) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of 03 years as on 31.05.2019.
- (b) Experience of having successfully run the catering services during the last two years ending 31.05.2019 as per following:
 - ❖ 3 similar completed work orders each having not less than Rs. 20 lakhs.
 - ❖ 2 similar completed work orders each having not less than Rs. 30 lakhs.
 - ❖ 1 similar completed work order value more than Rs. 40 lakhs.

Contractor should meet any one of the above criteria for eligibility purpose.

***Similar nature of work means the running of the Canteens/mess in institutions/ autonomous organizations/MNC/State & Central Government Colleges and offices.**

(c) Financial Turn-Over (Gross)

The bidder's average annual financial turnover (gross) in catering services during the last three financial years, i.e., 2015-16, 2016-17 and 2017-18, duly audited by Chartered Accountant should not be less than **50 Lakhs per year**.

(d) Security Deposit

The bidder has to submit Security Deposit of Rs. 03 lakhs on award of contract. The same shall be returned interest free on completion of the contract by CIPET: CSTS - Jaipur.

(e) Performance Certification

The bidders' performance, as per format at Annexure-II for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization.

(f) Other Terms & Conditions

- The Tenderer should be registered with the Competent Authority and should have valid **Food License**. The tenderer shall have well established **office at Jaipur**.
 - The Tenderer should not have been **blacklisted** by any Govt. Deptt./Semi-Govt./Deptt. or any other organization and submit the undertaking for the same.
 - The Tenderer should be registered with the Competent Authority and should have PAN/TIN number, GST, PF & ESI registration.
 - Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
 - Tender is liable to be rejected without Tender Fee & EMD.
- 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.
- (g) Tenders received of incomplete nature or without proper documents, including demand draft, will be rejected.

6. 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 super-scribing "Contract for Hostel Mess and Canteen Services at CIPET: CSTS - Jaipur"

7. GUIDELINES FOR PARTICIPATION

THE BIDS ARE TO BE SUBMITTED IN TWO PARTS

- ❖ Sealed Technical Bid, along with a Demand Draft for Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only), drawn in favor of “CIPET payable at Jaipur” towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed as “**TECHNICAL BID**” for Hostel Mess and Canteen Services at CIPET: CSTS - Jaipur. Tender Document received without EMD will be summarily rejected.
- ❖ Sealed Financial Bid should be placed in a separate envelop super-scribed as: “**FINANCIAL BID** for Hostel Mess and Canteen Services at CIPET: CSTS - Jaipur “.
- ❖ The tender document should be addressed to The Director &Head, SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, Jaipur.-302022 and should reach latest by 13:00 Hours – 26.06.2019. Tenders received after due date & time will not be accepted.

8. OPENING OF TECHNICAL BIDS

- ❖ The Technical Bids will be opened on **26.06.2019 at 15:00 Hrs** in the Conference Hall in Admin Block at CIPET: CSTS - Jaipur in the presence of bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
- ❖ The Financial Bids will be opened of the technically qualified bidders only. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The intimation will be given to technically qualified bidders only for opening of financial bids.
- ❖ EMD of the unsuccessful bidders will be returned, without interest, on or before 45 days from the date of award of contract to the successful bidder.

9. PERIOD OF CONTRACT

- ❖ 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 have trail period of three months. The contract for the remaining 9 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 03 years only.

9. FORFEIT OF EMD

1. EMD of the successful bidder shall be liable to be forfeited, if the contractor does not fulfill any of the following conditions:
 - ❖ An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract.
 - ❖ The Contractor does not commence canteen services as per the Letter of Intent (LOI).
2. If the successful bidder withdraws or alters the terms of the tender, In such case, the Earnest Money Deposit (EMD) shall be forfeited.

10. ELECTRICITY AND WATER CHARGES

- ❖ The Contractor will be required to pay to the Institute electricity & water charges @ as per meter reading Per Month inclusive of GST.

11. STATUTORY OBLIGATIONS OF THE CONTRACTOR

- ❖ The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing proper canteen services at CIPET: CSTS - Jaipur campus. The deployed manpower within the **age group of 20-45 years**. The contractor shall carry out **pre - medical test** which includes blood test, stool test, skin disease test, etc. This test has to be performed every six months for all the canteen staff.
- ❖ The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- ❖ The Contractor will, prior to the commencement of the operation of contract, will make available to CIPET the particulars of all the employees who will be deployed at the Institute's premises for running the hostel mess and canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
- ❖ The Contractor shall be responsible for statutory obligations and its compliances.
- ❖ The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any illegal activity.
- ❖ Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- ❖ In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover

such amount from the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.

- ❖ The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surroundings, etc.
- ❖ The Contractor shall at all times keep indemnified the principal employer, namely, Central Institute of Plastics Engineering and Technology, Head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the contractor at his/her own cost take initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- ❖ The canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them at all times and maintain them properly.
- ❖ The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by CIPET: CSTS - Jaipur authority. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
- ❖ The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- ❖ The Contractor shall keep the Hostel kitchen, Dining hall and Canteen and its surrounding areas clean and up to date and maintain sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, etc. CIPET: CSTS - Jaipur management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.
- ❖ The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the Hostel/canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended by the Contractor.
- ❖ The Contractor shall get the prices of all items approved by the Institute and no changes, whatsoever shall be made without prior written approval of the Institute.

12. OTHER OBLIGATIONS OF THE CONTRACTOR

- ❖ The Contractor will use only branded raw materials for preparation of items. The permissible brands of various items are given in Annexure-III.
- ❖ The Institute will provide to the Contractor space for storing raw material, for cooking, sitting and serving space, etc. free of cost. The Institute shall also provide tables and chairs in the

serving area. The necessary kitchen equipment's for preservation of perishable items to be purchased by contractor only and available utensils will be provided by institute.

- ❖ Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, and equipment's provided by the Institute is damaged. Any damages done to the same or any other property will have to be repaired/replaced by the Contractor, failing which the same will be got done by CIPET: CSTS - Jaipur at the contractor's risk and cost. In this regard, the decision of the designated officer of CIPET: CSTS - Jaipur shall be final and binding on the Contractor.
- ❖ All work shall be carried out with due regard to the convenience of CIPET: CSTS - Jaipur. The orders of the concerned authority shall be followed by the contractor.
- ❖ The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of CIPET: CSTS - Jaipur and the guests/hostellers.
- ❖ The Contractor should be in a position to cater to the tastes of Gujarati and North Indian in addition to serving South Indian dishes.
- ❖ The Contractor will have to supply breakfast/lunch/dinner in the canteen/hostel premises as per requirement.
- ❖ The Contractor shall install electronic fly – kill / insect repellent equipment, emergency lighting /gas and fuel supply at his own cost.
- ❖ Storing/supply/sale and consumption of drugs, alcoholic drinks, Pan-masala, Guthka, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Hostel & Canteen.
- ❖ The Contractor is advised to maintain the highest quality of food at the minimum possible prices so as to attract the maximum number of students/hostellers/CIPET personnel to avail canteen services.
- ❖ The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with Central Institute of Plastics Engineering and Technology (CIPET). CIPET shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against CIPET for employment or regularization of their services by virtue of being employed by the Canteen Contractor.
- ❖ The Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- ❖ The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as required in the canteen in addition to what is being provided by CIPET: CSTS - Jaipur.
- ❖ The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been engaged for.

13. PAYMENT

- ❖ The payment in respect of official hospitality bills of the Institute submitted in duplicate by the Contractor shall be released subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of CIPET will not be processed. TDS/TCS, as applicable at the prevailing rates, will be deducted at source. In the event, if there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not claim for any kind of interest.
- ❖ All payments and receipts would be rounded off, i.e., 50 paise or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

14. TERMINATION OF THE CONTRACT

- ❖ The Contract can be terminated by CIPET: CSTS - Jaipur with a short notice i.e. 15 days and contractor should give minimum period of 02 months' notice.
- ❖ However, CIPET reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. CIPET's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- ❖ On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by CIPET: CSTS - Jaipur, in good working condition, back to CIPET. Failing which, the entire cost of the same will be recovered from Security Deposit.
- ❖ If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the trial period of three months from the date of taking over charge of the canteen services, CIPET: CSTS - Jaipur reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

15. PENALTY

- ❖ Failure to supply food in terms of quality, quantity and as per the menu will attract penalty. For not adhering to contractual conditions, Staff Canteen Co-ordinator / Warden with the consultation of CIPET: CSTS - Jaipur 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.
- ❖ 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.
- ❖ Items like Aji-no-moto, Baking soda, coloring 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.
- ❖ Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1,000/- for each occasion will be imposed.
- ❖ For damages caused by the contractor to the kitchen equipment's, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered or same equipment to be provided by the contractor.
- ❖ Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- ❖ Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1,000/- per complaint.
- ❖ Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs.1,000/- to Rs.2,500/- depending on the size of the stone/ pebble per complaint.
- ❖ Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1,000/-on the contractor.
- ❖ If staff canteen/mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1,000/- would be imposed on the contractor.
- ❖ Changes in approved menu of any meal without permission of staff committee/warden/mess committee would result in a fine of Rs. 1,000/- on the contractor.
- ❖ Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1,000/- on contractor for every instance.
- ❖ 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 of 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 in cash and/or 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: CSTS - Jaipur Management shall be final.

16. JURISDICTION

- ❖ Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by arbitration system. Thereafter only, legal recourse under jurisdiction of Jaipur courts only will be possible. The language of communication will be english only.

17. CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft of Rs.1,50,000/- towards EMD.
2. Demand Draft of Rs.3,000, towards Tender Fee, if the tender is downloaded from website.
3. Assessment Order (Certificate) for the last three years.
4. PF, ESIC, Insurance under Personal Accident Insurance Policy, Labour License, PAN, TAN & GST and Food Licence photocopies.
5. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender document.
6. Documentary evidence in support of the following:
 - ❖ Number of years of experience in running canteens in educational institute/offices/organizations/hospitals/places of public utility/institutions along with number of persons availing the services offered by the contractor.
 - ❖ List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.
 - ❖ Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

18. TERMS AND CONDITIONS

- ❖ Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender documents will be rejected.
- ❖ Before submitting the tender, details of documents to be attached may be verified from the check list given.
- ❖ The Tenderer must write his name & complete postal address with telephone number of the bidding firm on the reverse side of the Demand Draft (DD).
- ❖ All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- ❖ CIPET: CSTS - Jaipur reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot firsthand information regarding the quality and quantity of food and services provided by the Tenderer. Decision of CIPET: CSTS - Jaipur with regard to award of the contract will depend upon the feedback received by it from the previous/present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
- ❖ Tender shall be submitted in CIPET's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder will be issued more than one Tender Form.
- ❖ The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction & insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein; otherwise the Tender is liable to be rejected.
- ❖ The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
- ❖ Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
- ❖ The Institute reserves the right to reject any or all the tenders without assigning any reason.
- ❖ The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
- ❖ The successful bidder will have to enter into an agreement with the Institute (as per draft agreement given in Annexure-I before taking charge of the Hostel/Canteen and commencement of the Hostel/ Canteen work.
- ❖ Canvassing in any form will make the tender liable for rejection.

ANNEXURE-I**DRAFT OF THE AGREEMENT
TO BE JOINTLY SIGNED BY CIPET AND THE CONTRACTOR
FOR RUNNING MESS/CANTEEN AT CIPET: CSTS - JAIPUR 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 Plastics Engineering and Technology, SP-1298, Sitapura Industrial Area, Phase-III, Tonk Road, Jaipur.-302022 (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 Staff, Students and Guests 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 Staff, Students and Guests in the Canteen, office complex and in the hostels/guest house (in special cases as and when required). 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 Plastics Engineering and Technology, Jaipur, 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: CSTS - Jaipur 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 V. 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 Jaipur 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 AMC, 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 necessary equipment, furniture & fixtures and he shall maintain them in good condition. He shall be responsible for their maintenance.
13. The caterer shall provide all other implements for running the 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 equipment's, 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 any item provided by CIPET: CSTS - Jaipur 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:
CSTS - Jaipur**

Witness:

1. Signature:
Name & Address:
2. Signature:
Name & Address:

ANNEXURE-II

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:
 - f. Performance Report
 - Quality of Food - Excellent/Very Good/Good/Fair:
 - Resourcefulness - Excellent/Very Good/Good/Fair:
 - g. Compliance of all statutory requirements- Yes / No:

(Signature of the Authority)

(Seal of the Organization)

Date:

ANNEXURE - III

PERMISSIBLE BRANDS OF CONSUMABLES ITEM	BRAND
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Nilon's or Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Britannia/Harvest/Aabad make
Jam	Kissan, Tops.
Milk	Toned milk of Mother Dairy, Amul Milk Scheme
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, Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Aquafina
Besan, Dal	Rajdhani/Standard brand
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**TECHNICAL BID**

1. Earnest Money Deposit (EMD) Demand Draft No. _____ dated _____ of Rs.1, 50,000/- (Rupees One Lakh Fifty Thousand only) drawn on (Name of the Bank) _____ in favor of CIPET payable at Jaipur (To be enclosed with Technical Bid).

PROPRIETARY/COMPANY/FIRM PROFILE

I. Name of the Company/Firm and Complete registered address :

1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) :

1 (b) Has your company/firm ever Changed its name any time? If so, when, the earlier name and the reason thereof? :

1(c) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof. :

1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract. :

2. Name & Designation of the Contact Person:

Tel. No(s):

Mobile No(s):

Fax No(s):

E-mail address:

3. Year of commencement of Business:

4. Statutory Details (Photocopy to be attached):

Registration No. of the Firm:
 Food Licene No:
 PAN No:
 TAN No:
 RPFC – Registration No:
 ESIC Registration No:
 GST Registration No:

5. Income Tax Assessment Completion Certificates for the financial years 2015-16, 2016-17 and 2017-18. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid: Sr. No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served

7. Volume of business done during the last three years (Please submit documentary evidence) (Rs. in Lakh) Details of annual financial turnover (Gross). Turnover Certificate Certified by Chartered Accountant.	2015-2016	2016-2017	2017-2018

ANNEXURE V
FINANCIAL BID

01 (A). Hostel Mess Rate/charges Per Student Per Month:

Sr. No.	Items	CHARGES	
1.	<u>Student Hostel Mess bill Per Month for Breakfast, Lunch and Dinner (Tentative):</u>	Individual Rate Per Day	Total Rate Per Month
	<u>BREAKFAST:</u> <ul style="list-style-type: none"> • Morning Tea (100 ML) alongwith anyone from the following items: • 2 Bread Pakoda • 2 Sandwiche • 150 gms. Pauha with Jalebi 2 Nos. • 2 Alu Parantha with limited sauce • 3 Idali /2 Medu Wada • 2 Kachori with sauce • 2 Samosa with sauce • 2 Alu Wada with sauce • 150 gms. Puma • Chole bhature • Chole Kulcha • Pav Bhajee • Suji Halwa etc.(150 gms.) (any one item) 		
	<u>Unlimited Lunch & dinner:</u> <ul style="list-style-type: none"> • One Vegetable • Dal/Kadhi • Rice/Khichadi • Chapati/Paratha/ Puri • Salad & Pickle limited 		
	<u>Evening Snacks with Tea:</u> <ul style="list-style-type: none"> • Evening Tea (100 ML)/ Sharbat/Chach • Biscuit (04 nos.) 		
	<u>Contractor has to provide: Weekend Special (One Time):</u> <ul style="list-style-type: none"> • Paneer Masala/Baby Corn Palak etc. • Dal Fry • Pulao • Buttered Chapati • Sweet/Ice cream/Kheer and Salad limited. 		

***The applicable GST will be paid additionally as per extent rules of Government.**

***However Lunch/Dinner to be provided on full stomach basis.**

01 (B). LUNCH FOR STAFF & GUEST:

Sr. No	Items	Charges	
		Rate per Lunch	Total Rate (26 Days)
1.	<p>Unlimited Lunch:</p> <ul style="list-style-type: none"> • One Vegetable • Dal/Kadhi • Rice/Khichadi • Chapati/Paratha/ Puri • Salad, Papad & Pickle limited <p>Contractor has to provide: Weekend Special (on Friday):</p> <ul style="list-style-type: none"> • Paneer Preparation etc. • Dal Fry • Pulao/Zeera Rice • Chapati with Amul Butter • Rayta (Bundi/ Vegetable) • Sweet/Ice cream/Kheer and Salad limited. 		

The applicable GST will be paid additionally as per extent rules of Government.

01 (C). REFRESHMENT

1.	Tea (150 ML)	Rs.
2.	Coffee (150 ML)	Rs.
3.	Milk (300 ML)	Rs.
4.	Mineral Water, Cold Drinks, & Snack Packets etc.	As per MRP
5.	Puff/Sandwich/Samosa(2Piece) with sauce	Rs.

The applicable GST will be paid additionally as per extent rules of Government.

2. Menu will be fixed-up by Mess committee.

3. If any information regarding the leave will be provided by any student for the period more than three days or above the food charges will not be payable to the contractor.

Terms & Conditions:

1. The payment will be made as per attendance of the Students.
2. The payment for Tea & Food for staff will be made as per number of the coupons submitted by the contractor along with the bill. The coupons will be issued by CIPET: CSTS - Jaipur's designated authority to the staff.

I hereby agree to provide and serve the items as mentioned above as per price quoted by me. The rate quoted inclusive of all material, fuel, cooking and all services, all statutory taxes including GST, duties and levies etc.

Tenderer Signature with Seal

Name:

Address & Telephone No:

CIPET