



सिपेट : इंस्टीट्यूट ऑफ प्लास्टिक्स टेक्नोलॉजी (आई.पी.टी)
CIPET: INSTITUTE OF PLASTICS TECHNOLOGY (IPT)
(रसायन एवं पेट्रोसायन विभाग रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

बी-27 अमौसी औद्योगिक क्षेत्र, लखनऊ - 226008

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ई-मेल : cipetlko2@gmail.com, वेबसाइट : www.cipet.gov.in

Tender Document for Running of CANTEEN/MESS at CIPET : IPT
B-27, Amausi Industrial Area, Lucknow- 226008 (U.P.)

निविदा क्र./TENDER No. CIPET-IPT/LKO/Hostel-Mess/2019-20/02

महत्वपूर्ण तिथियाँ/ Important Dates:

Date of Advertisement in News Paper : In Hindustan on 02.06.2019
Date of Sale of Tender Document : 03.06.2019 to 12.06.2019 (from 9:30 am to 5:00 pm)
Last Date for Submission Tender : 13.06.2019 (upto 3.00 pm)
Date of opening of Tender : 14.06.2019 (at 11.00 am)

Detailed Notice inviting Tender for Running Canteen/Mess (Hostel)

Sealed Tenders are invited from Reputed Mess Contractor having experience of running the student mess of Hostel/College/Institute. The tender document can be collected from Office by paying Rs.5000/- (Non-refundable) from Monday to Friday. The last date of sale of tender form is 12.06.2019 upto 5:00 pm. The last date of submission tender is 13.06.2019 at 3:00 pm & Date of Opening of Tender is 14.06.2019 at 11:00 am. CIPET reserves the right to accept or reject any tender without assigning any reason to the contractors.

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

CIPET : Institute of Plastics Technology, Lucknow was established in 1986 by the Government of India, Ministry of Chemicals & Fertilizers, Department of Chemicals & Petrochemicals for generating technically trained manpower as well as providing technical support services to the industries in the field of plastics and allied technology.

नियम एवं शर्तें / Terms & Conditions

1. The Contactor should be well established and experienced in this field with at least 3 years experience for supplying food to Hostel/College/Institute/PSUs.
2. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Canteen/Mess committee. The Canteen/Mess committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
3. The food shall be cooked, stored and served under hygienic conditions. The Contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the canteen/mess premises as soon as possible and latest within 24 hrs of its preparation.
4. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
5. The contractor shall pay special attention to maintain the Canteen in a neat and tidy condition at all times. For this purpose, the Canteen/Mess shall be cleaned thoroughly after each meal regularly.
6. The contractor shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be dealt with severely.
7. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
8. The contractor should have adequate utensils, kitchen equipments like Refrigerator, Oven and Gas Stoves etc to run the Canteen/Mess. The necessary infrastructure like water, power connection, furniture etc to be provided by CIPET on request basis.
9. No child labour should be engaged in Canteen.
10. All safety apparatus must be provided to worker by Contractor.
11. A penalty of Rs. 5000/- per day will be levied if Canteen is closed without any notice.
12. The offers of the contractor who do not fulfil the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
13. All infrastructures required for cooking and serving at a time to be made by Contractor and the Institute will not be responsible for any damages/losses.
14. The Canteen/Mess to be closed after dinner and nobody is to reside in the premises.
15. Ladies if employed by the contractor should be minimum and to leave CIPET premises by 8.00 pm.

16. Consumption or sale of alcoholic/Tobacco products is banned in the Institute Premises.
17. Outsiders are not allowed to avail the canteen and mess facilities.
18. The payment of staff Canteen bill every month will be made within 15 days after receiving the bill & Boys Hostel bill of student will be collected from the student of the residing in the hostel by the contractor of the mess.
19. The Contractors will be required to pay earnest money deposit for Rs.50,000/- (Rs. Fifty thousand only) by Demand Draft/Banker's Cheque drawn in favour of CIPET payable at Lucknow. Earnest money will be refunded to the unsuccessful Contractor within one month of the finalization of the Contract. Successful Contractor will have to pay Security deposit of Rs 5,00,000/- (Rs. Five Lakh only). In case the successful Contractor is unable to perform the service, the security deposit shall be forfeited. No interest shall be payable on the security deposit.
20. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
21. The sealed tenders along with the EMD (Separate envelope superscribing EMD) shall be submitted.
22. Start of work within one week from the date of issue of work order.
23. The Canteen/Mess Contractor and Canteen/Mess Staff shall be experience and properly trained in Canteen/Mess work and in the age group of 20-50 years and should be able to communicate in Hindi & English.
24. All Canteen/Mess personnel shall behave politely with the students/visitors/ customers and office staff.
25. The normal duty hour as per decided our Canteen/Mess Committee and It shall be followed regularly.
26. No Canteen/Mess Staff shall leave mess unless and until next reliever arrives at Canteen/Mess/Hostel.
27. Agency/Contractor is responsible to provide trained Canteen/Mess staff to take care of CIPET'S properties and premises to the best of their capacity.
28. The number of Canteen/ Mess staff as per CIPET instruction to be engaged on duty by Catering agency for work at the aforesaid premises of CIPET's. If the number is less due to illness, leave, transfer or any other reason whatsoever, Catering agency shall be bound to provide canteen/mess staff to take duties of absent men so as to make up number of canteen/mess staff that have to be on duty at a particular time .Only the Agency Contractor (Age: Not more than 50 years) and Canteen/Mess Staff (Age: Not Less than 20 years and not more than 50 years) approved by the Principal Director & Head, CIPET or his authorized Officer shall be posted on duty.
29. Duty hours of the Canteen/Mess shall be determined by the Administration Department/ Mess Committee, CIPET Luckow as per his requirements.

30. The contract period shall be for one year in the first instance and likely to be renewed further subject to mutual consent of either parties.
31. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Staff Canteen/Hostel Management Committee.
32. Catering agency shall be at liberty to transfer any person engaged by Catering agency to work at the premises of CIPET, Lucknow for reasons as Catering agency feels fit and the mess staff provided by Catering agency at CIPET, Lucknow premises shall for all purpose be deemed to be employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following condition: For proper reason CIPET may request Catering agency to remove any particular person or persons of Catering agency's staff from the premises of CIPET, Lucknow and it shall be complied with forthwith. The staff of Catering agency shall comply with reasonable directions and instructions which are given by CIPET, Lucknow to Catering agency from time to time.
33. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the mess staff posted at CIPET, Lucknow premises. GST, Minimum Wages Act etc. all such liabilities if any, shall be discharged by Catering agency. If catering agency failed to pay such liability the payment will be adjusted from their security deposit. The Catering Agency is made to pay under the written orders of any authority under laws, and amount CIPET shall be reimbursed by security agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist Catering agency by giving Catering agency such information and inspection of such document as it has, in such connection, with it.
34. The agency shall supply the skilled and experience Manpower of mess staff as per the requirement of its various departments.
35. The contract can be terminated by giving one month notice period by either party. However in the event of non-compliance or breach of any terms of the contract or unsatisfactory services. CIPET has all the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.
36. Contractor shall deposit the amount of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) against security deposit by way of demand draft in favour of CIPET, Lucknow.
37. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 500/- stamp paper. The cost of stamp paper shall be borne by the Catering agency.
38. CIPET shall pay to Catering Agency/ Contractor an amount as per the rate quoted in Tender for Canteen / Mess Catering Services to CIPET Hostels directly collected for the trainees through Hostel Warden of CIPET:IPT, Lucknow and the said contract amount shall be paid on or before 15th of every subsequent month. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and GST other statutory requirements stipulated by Government shall rest with the Catering agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
39. The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.

TENDER No. CIPET-IPT/LKO/Hostel-Mess/2019-20/02

40. CIPET is not liable to award tender to party qualified L1 in financial bid and the tender may be accepted on the basis of highest scoring in technical grading and physical verification Report.
41. Tender Technical Grading System is containing following parameters: 1.Turnover of the Company.2 Experience of similar work.3.Past Performance of the party (enclosed certificate minimum-03)4Govt. Contract of operating Mess services 5Scoring of Technical Bid.
42. In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of mess personnel of Catering agency then the cost of loss thereby will be fully made by Catering agency to CIPET.
43. Since Catering agency will be responsible for providing security and protection of canteen/mess premises and properties of CIPET Canteen / Mess, Catering agency will be responsible for loss or damage caused to the properties and premises of CIPET Canteen/ Mess as a result will be compensate value of the loss or damage to CIPET.
44. Monthly Payment will be done by student based on Biometric Attendance of students and verified by Hostel Management committee / Hostel warden.

सामान्य परिस्थितियां / **GENERAL CONDITIONS:**

CATERING SERVICES TO CANTEEN/ HOSTEL MESS OF CIPET:IPT, LUCKNOW

(Approximately 350-400 Nos. Students) which may increase in future.

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

Breakfast	:	07.00 a.m – 08.30 a.m
Lunch	:	01.00 a.m – 02.00 p.m For Mess
Evening Snacks/Tea	:	05.00 p.m – 05.30 p.m
Dinner	:	08.00 p.m – 09.00 p.m
3. Dispute: In case of any dispute between the Staff Committee/Hostel Warden and the Service Provider, the matter will be referred to CIPET Management Committee to be approved by the Principal Director & Head and the decision of the Committee will be binding on the contractor.
4. Statutory Requirement/obligation: All statutory rules, as applicable for engagement of labours on daily wage are to be followed strictly by contractor as per Government norms.
5. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
6. The contractor shall not assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
7. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
8. The contractor shall vacate the premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
9. The contractor shall not make or permit any construction or structural alteration of Additional fitting inside the premises of the work place without prior written approval of the authorities
10. The security deposit will be returned within three months' time from the end of the contract period without interest if there are no pending issues against the contractor.
11. If the contractor and /or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week. The Staff Canteen Committee/Hostel Wardens Committee's opinion is final so far as the food quality / mess management is concerned.
12. In case of unsatisfactory performance/ any dispute whatsoever/ labour dispute Emergency condition or any other reason as deemed fit by the Hostel Management Committee; the contract can be cancelled at the sole discretion of the Principal Director & Head.

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

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

14. The canteen/mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
15. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by CIPET Management Committee.
16. The Contractor shall use only branded raw materials and best quality for preparing the food. Brands of certain canteen/mess items are given. A quality control Team will check all materials brought to the canteen/mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Canteen/ Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per staff/student for the entire contract period for one year.

CANTEEN/ MESS ITEM BRAND/MANUFACTURER LIKE

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

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

17. The materials brought inside CIPET Campus for cooking purpose shall be entered in the Good Inward Register kept at security gate. Without proper permission no material will be sent out from CIPET Campus.
18. The contractor has to maintain register in following format on regular basis to assess the feedback of staff/ students committee.
19. The terms & conditions, and the procedures laid down should be strictly adhered to And CIPET reserves all the right to reject any Offer without assigning any reason whatsoever

SUBMISSION AND OPENING OF TENDER

Submission of Tender: The tender can be submitted on all working days. The due date for submission of the tender is on or before 00.06.2019 up to 03.00 PM. In the event of this day being declared as a holiday, the tenders can be submitted up to the extended time on the next working day.

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

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

Financial bid should indicate “Daily Rate” for the menu mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers.

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

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

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

accompanied by copies of the power of Attorney and the By Laws of Society duly attested by a Notary Public.

The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.

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

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

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

Opening of the tender: The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or Tenders with invalid EMD or EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected.

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

1. The details may be filled in the tender documents itself in the space provided against each item. However if required separate sheet may also be enclosed and it is advised to enclose the copies of testimonials in support of Food License, GST, PAN etc. along with the tender document.
2. Tenderers shall enclose Earnest Money Deposit (EMD) of Rs.50,000/- (Fifty Thousand Only) in the form of Demand Draft drawn in favour of CIPET, Lucknow payable at Lucknow Tender Document submitted without prescribed Earnest Money Deposit (EMD) shall be summarily rejected.
3. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as "TENDER FOR CATERING SERVICES TO HOSTEL CANTEEN/MESS OF CIPET:IPT, LUCKNOW".

Envelope I- Technical Bid, Undertaking & EMD.

Envelope II – Financial Bid

4. The envelope containing sealed tender shall be addressed to Principal Director & Head CIPET:IPT, Lucknow

5. No Tenders shall be accepted after due date and time.
6. This office will not be responsible for any postal delay or wrong delivery.
7. Technical Bid will be opened on 14.06.2019 at 11:00 am in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
8. The CIPET:IPT, Lucknow will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
9. Before submitting the tender, the Tenderer must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.
10. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
11. Tenders should be dropped in the box kept in Administration department, Lucknow on 13.06.2019 up to 03:00 pm. No tender will be accepted after 03:00 pm on 13.06.2019.
12. All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other Provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all Statutory taxes including GST, duties and levies etc. and fluctuations in the rates of the Commodities) per student should be quoted in the tender. The Hostel Management Committee Will not pay any other charges for the catering services provided. 19 Kg capacity Gas cylinders for Commercial use will be managed by the institute through IOC. It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the Gas price must be absorbed by the Contractor only.
13. When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods leave more that 5 days (with prior intimation) shall have to be accommodated and payment will be deducted as per actual absent of students.
14. Monthly payment to the contractor will be made by CIPET duly certified by committee concerned in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the period for staff committee.
15. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Agency as an when required.
16. The contractor and his workers must behave politely with staff / hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the Canteen/Mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned department.
17. Canteen / 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 canteen/

- 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.
18. Contractor shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
- i. Canteen/Mess Contractor or his representative manager is required to remain present in the canteen/ mess when the food is served in the mess.
 - ii. Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.
 - iii. Storage/consumption of any alcoholic drink/liquor are strictly prohibited. The contractor shall not serve any of such substance/drink in mess/hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
 - iv. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
 - v. The employees of the contractor should wear uniform along with a name tag.
 - vi All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
 - vii It is also mandatory on the part of the contractor to open Savings Bank Account in the Union Bank, 32 PAC Batalion Branch in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts. These details have to be submitted along with mess bill claims.
19. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
20. Staff Canteen/Hostel Management Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the staff/students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Noncompliance with the menu and serving of unhygienic food will result in instant monetary fine.
- * Party having office at Lucknow (U.P) is giving preference.
21. The AMC charges for the electric gadgets and gas at the mess have to borne by the contractor at the rates fixed by the company approved by the Staff Canteen / Hostel Management Committee.
22. Contractor must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material. House-keeping of common areas shared by the contractor must be done by the contractor itself.
23. For girls' hostel, contractor should provide preferably the lady workers.

PENALTY

Failure to supply food in terms of quality, quantity and as per the menu indicated in will attract penalty. For not adhering to contractual conditions, Staff Canteen Co-ordinator / Warden with the consultation of CIPET Management shall be free to impose monetary fine

as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

- a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
- b) Items like Aji-no-moto, Baking soda, colouring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 1,000/- for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 1000/- for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipment's, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered or same equipment to be provide.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs.1,000/- on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs.1,000/- per complaint.
- g) Any complaint of stones/ pebbles will attract a penalty on the contractor which can range between Rs.1000/- to Rs.2,500/- depending on the size of the stone/ pebble per complaint.
- h) Five or more complaints of unclean utensils in a day would lead to a fine of Rs.1,000/- on the contractor.
- i) If 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.
- j) Changes in approved menu of any meal without permission of staff committee/ warden/ mess committee would result in a fine of Rs.1,000/- on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs.1,000/- on contractor for every instance.
- l) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent with the wardens.

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

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

TENDER No. CIPET-IPT/LKO/Hostel-Mess/2019-20/02
TENDER NO.: CIPET/LKO/TENDER/ HOSTEL MESS/2019-20/05
TECHNICAL BID

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

S.No	Particular
A.	Average Annual Turnover of Rs. 40.00 Lakhs (Rupees Fourty Lakhs) and above Details of Last three Financial years. (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) 2016-17, 2017-18, 2018-19
B.	Experience of 02 similar services offered by your firm for not less than 150 students/persons from minimum 02 Nos of similar type of Institute. (Enclosed to be Certificate) List of Existing Clients at U.P (Please use Separate Sheet if required)
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.
1.	Name of the applicant/ Firm :
2.	Address of the Registered Office :
3.	Year of establishment :(Enclose photo copy of certificate)
4.	Type of Organization : (whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)
5.	Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number :
6.	Food License Number :
7.	PAN Card (Tax return of last Three Financial Year) [Photocopy to be attached]
8.	GST, Registration No.: [Photocopy to be attached]
9.	Number of persons employed as Manager/Supervisor/Helper level : Permanent.....Temporary.....
10.	Whether 24x7 service and support will be available
11.	Do you have an office at U.P. ? If so, Please provide the Address and Telephone No.

Authorized Signatory of the Bidders with Seal

DECLARATION BY THE CONTRACTOR

I/We (Name and Designation) have carefully read the terms and conditions of contract as contained in Tender Notification No.Dated: ... and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Dean (SW) has the right to cancel the contract without any further correspondence and CIPET, Lucknow, has no financial liability.

I/We (Name and Designation) promise to pay the compensation or fine in case of such default.

(Signature of Bidder)

Name & Designation Seal of the firm

Place: _____

Date:_____

DECLARATION

- We hereby accept to cater to any minor modifications in the menu as requested by the Hostel Canteen/Mess Co-ordinator /students and approved by the Hostel Management Committee /Hostel Warden after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of Hostel Management Committee /Hostel Warden/ CIPET Management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules as per requirement.
- We hereby certify that the above rates are inclusive of service tax and any other statutory Central/State Govt. taxes and fluctuations in all items.
- I have carefully read and understood the Tender document and ready to abide the terms & conditions of the tender.

Authorized Signatory of the Bidders with Seal

CHECK LIST

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

1. Separate envelope consisting of Tender Document Fee Receipt / DD and Demand Draft for EMD (as specified for each item separately).
2. Technical Bid Documents in a separate sealed envelope.
3. Financial Bid in a separate sealed envelope.
4. Please study the important conditions of the Tender, Terms and Conditions and Scope of Work and Details of Menus and submit the Tender in accordance with those.

TENDER No. CIPET-IPT/LKO/Hostel-Mess/2019-20/02

APPLICATION FOR RUNNING of HOSTEL CANTEEN/MESS

TO BE FILLED UP BY THE CONTRACTOR

1. Name & Address of the Firm :

2. Registration Details (if any) :

3. Name of Owner :

4. Residential Address of the Owner :

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

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

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

8. PAN No.,GST No. :

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

10. Details of Infrastructure/Employees :

11. Food Licence Registration :

(Signature & Seal of the Contractor)**Price Bid****1. For Boys & Girls Hostel Trainees**

S. No.	Description	Rate (Daily for student)	Rate (Monthly for student)
1	Tea (2 Times)		
2	Break Fast		
3	Lunch		
4	Dinner		

- Lunch & Dinner (Unlimited) for student
Chapati, Rice, Dal, Gravy Curry, Salad / Pickle
- Tea: 100 ml
- Break Fast per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sandwich/ Cutlet	Idli (standard size) (05 Nos) Saambar	Aloo Paratha (standard size) 02 Nos. with pickle/curd	Upma/Poha - 200 gm with pickle	Vada/Samosa/ Kachori (02 Nos.) Saambar/ Chutney	Aloo Paratha 02 Nos. with Curd	Aloo Curry & Poori (standard size) 06 Nos. with pickle

* The Menu mentioned above is just indicative. Contractor may propose daily menu & the same has to be approved by CIPET.

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

Price Bid

2. For Staff

S. No.	Description	Rate (Daily for Staff)	Rate (Monthly for Staff)
1	Tea (2 Times)		
2	Lunch		

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

3. For Trainees canteen

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

TENDER No. CIPET-IPT/LKO/Hostel-Mess/2019-20/02

(Signature & Seal of the Contractor)

Date:

Place: