

सिपेट : सेन्टर फॉर स्किल्लिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस)

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

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

सिपेट सीएसटीएस 50 वां माइल स्टोन, डी सी आर यू एस टी कैम्पस, मुरथल, सोनीपत, हरियाणा -131039

**CIPET: CSTS, 50<sup>th</sup> Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) - 131039**

दूरभाष संख्या /Telephone No. 0130-2203000

टेलीफैक्स /Fax No. 0130-2203010

ईमेल-Email / [cipetmurthal@gmail.com](mailto:cipetmurthal@gmail.com)

वैबसाइट/Website : [www.cipet.gov.in](http://www.cipet.gov.in)



**E-Tender FOR *Hostel Mess & Staff Canteen* Facility at CIPET,  
MURTHAL**

**E-Tender No: CIPET/CSTS/Murthal/HM&SC/2020-21/03 dated 17<sup>th</sup> September, 2020**

**Last Date of Submission (online) 30th September, 2020 up to 13.00 hrs.**

**E-TENDER NOTICE FOR**

***Hostel Mess & Staff Canteen* at CIPET:CSTS Murthal,**

**50<sup>th</sup> Mile Stone, Near DCRUST Campus, Murthal, Sonipat (Haryana) - 131039**

**Important Information & Dates**

Nature of work	:	Running of Hostel Mess & Staff Canteen for around 750+ students and 70+ Staff
EMD Amount	:	Rs. 3,50,000/- Only (Rupee Three Lakh Fifty thousand only) in the payee cheque/DD in favour of CIPET Murthal payable at Murthal, Sonipat.
Period for contract	:	Initially for a period of 01 year that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents (maximum upto 03 years)
Last Date of submission of Tender	:	30.09.2020, 13.00 Hrs
Date of Opening of Technical Bids	:	30.09.2020, 14:00 Hrs
Date of Opening of Commercial Bids	:	To be announced after evaluation of Technical Bid
Address for the submission	:	Director & Head CIPET- Murthal DCRUST Campus, 50 <sup>th</sup> Mile Stone, NH-1, Murthal, Dist-Sonepat, Pin - 131 039 (HR)
<b>Scope of Work</b>	:	The contract is essentially for providing following Hostel Mess & Staff Canteen services to the residents of hostels or Staff of CIPET Murthal. The scope of work, covered by the contract, is broadly but not extensively described as given below: a) Cooking and serving meals- Breakfast (Morning), Lunch, Evening Tea/Snacks and Dinner. b) Procurement of raw material as per specification given in Part- IV. c) Managing and control of stocks and inventories; d) Cleaning of utensils, kitchen and serving items; e) Cleaning of cooking, dining and auxiliary areas which includes 2 No's of toilet and nearby area also; f) Security of the equipment, utensils and other items in the Hostel Mess & Staff Canteen; g) Maintenance of the equipment in the kitchen and dining areas; h) Maintenance of books, ledgers, other records and documents related to running of the Hostel Mess & Staff Canteen; i) Deployment and supervision of required manpower for the above mentioned job.

**E-Tender Notice for Providing Student Hostel Mess & Staff Canteen Facility at CIPET, MURTHAL**

CIPET Murthal invites E-Tender in two Bid systems (Technical and Financial) from Resourceful and Reliable contractor for providing Student Hostel Mess & Staff Canteen Facility at CIPET-Murthal centre.

S. No.	Tender No. & Date	Name of the Item / Work	EMD Rs.	Tender Fees in Rs.	Last Date & Time of Bid submission
1	CIPET/CSTS/Murthal/HM&SC/2020-21/03 dated 17.09.2020	Running of Hostel Mess & Staff Canteen	Rs. 3,50,000/- Only (Rupee Three Lakh Fifty thousand only)	Rs.2500/-(Rs. Two Thousand Five Hundred Only) (TAX Inclusive)(Non-Refundable)	30.09.2020 , 13:00 Hrs

Interested and eligible bidders may view and download detailed tender documents from CIPET's E-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in). All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed with required enclosures to the Director and Head, CIPET, DCRUST Campus, 50th Miles Stone, NH-1, Murthal, Distt. Sonapat -131039 on -30.09.2020 up to 13:00 Hrs.

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favouring "CIPET Murthal" payable at Murthal and shall be submitted at CIPET Murthal as specified on or before 30.09.2020 up to 13:00 Hrs in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD instruments shall also be uploaded along with the Technical Bid to be submitted online.

**Salient information about the E-Tender :**

1. Mode of submission: ONLINE. No offline Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Financial) are available ONLINE at CIPET's e-Tender portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET), [www.cipet.gov.in](http://www.cipet.gov.in). The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender: The registered vendors of CIPET through [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) can only participate in this tender process.
4. How to register by a vendor:

The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by Online Payment of Rs. 1,500/- + Goods & Service Tax (As Applicable) to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

Tender Documents Fees of Rs. 2,500/- is Payable to CIPET, Murthal in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.

5. Processing Fees is **Rs. 7,080/- (inclusive taxes)** Payable Online separately to M/S. KEONICS LTD.  
Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its

authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS		
KEONICS (Murthal) 1. Mr. Suraj	Mobile: +91-9599653865 Email: <a href="mailto:twhelpdesk800@gmail.com">twhelpdesk800@gmail.com</a>	For, Vendor registration/ DSC/any other issue regarding e-Tender Process, please contact KEONIS as the details.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.
10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e-Tender for which no. separate paper advertisement will not be published.
11. Last date of online submission of Tender bid: 30.09.2020 up to 13.00 Hrs.
12. *EMD and Tender Fee must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 30.09.2020 up to 13:00 Hrs at CIPET, Murthal. Non receipt of which the Tenders are liable for rejection.*
13. Date & Time of Technical Bid Opening: 30.09.2020 at 14.00 Hrs.
14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.
15. Venue for Opening Bids: CIPET, DCRUST Campus, 50th Miles Stone, NH-1, Murthal, Distt. Sonipat-131039.

**Eligibility Criteria:**

Age of the Firm : More than 03 years as on 16.09.2020

Average Annual Turnover: 30 Lakhs & above in the last 03 financial years along with Income Tax Return, Final Account (Balance Sheet, Profit & Loss A/c & Trading A/c)

Individual Work Order/Purchase Order : Similar Experience of Running of Hostel Mess & Staff Canteen during last five year along with Purchase Order copies.

Registration Certificate : Firm establishment, GST etc. Attach Photocopy of all Certificates.

PAN No.: The firm should have valid PAN No. Registration (Attach Photocopy)

Firm should not be blacklisted (in the past) from any Govt./ Semi Govt./ Boards/Corporations or any other firm.

### **General Terms & Conditions**

1. Online tender are invited for running the Student Hostel Mess & Staff Canteen of the CIPET-Murthal, Sonapat for One year, in two bids: **(1) Technical/Qualification Bid** containing, the information regarding the business, turn over, experience and other details of the firm, to judge the suitability of the caterer for the CIPET: CSTS-Murthal, Sonapat Hostel Mess & Staff Canteen; **(2) Commercial Bid** (Annexure – I & II) containing the price of the items/full day menu etc.
2. The Technical/Qualification Bids will be opened on **30.09.2020 at 14:00 Hrs** in the presence of bidders or their authorized representative(s). The authorized representatives of CIPET-Murthal, Sonapat may also do a spot visit of the establishments of the caterers to assess their suitability as part of the Technical/Qualification Bid. The Commercial Bids of only those who are found suitable by the Scrutiny Committee will be opened on a date/time to be decided later on and communicated to such eligible bidders.
3. **Financial Bid (Price Schedule) & Technical Bid should be submitted in the prescribed format (Excel Format) given under price schedule of the Tender Document.**
4. The tenders supported by earnest money of **Rs. 3,50,000.00 ( Rupees Three Lakh Fifty Thousand Only)** through a demand draft/banker's cheque valid for a period of three months shall be submitted by the Tenderer, issued by any Scheduled Bank guaranteed by RBI, drawn in favour of "CIPET-Murthal, Sonapat".
5. Tenders should be addressed to **The Director & Head, CIPET, DCRUST Campus, 50<sup>th</sup> Mile Stone, NH-1, Murthal, Dist- Sonapat, Pin - 131 039 (HR)** and super scribed "**Tender for Hostel Mess & Staff Canteen**" facility at **CIPET – Murthal.**
6. CIPET Murthal Sonapat, reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof. For eligibility criteria, qualifications, price, bid evaluation criteria and other information etc., interested agency(s)/ Firms (s) may visit CIPET Website at <http://www.cipet.gov.in>.
7. The successful tenderer/bidder who is awarded the contract shall deposit Performance/Bank Security of Rs. 9,00,000.00 (Rupees Nine Lakh Only) in the form of Demand Draft/Account payee cheque favouring 'CIPET Murthal' payable at Murthal upon award of contract, valid up to **90 days** beyond the date of all contractual obligations. The EMD may be adjusted in the performance security as per the request in written by the tenderer.
8. The tender is not transferable under any circumstances at any stage.
09. Telegraphic, conditional or incomplete tender forms/bids shall be summarily rejected. Canvassing or influence of any kind, direct or indirect, shall lead to disqualification of the tenderer.
10. The tenderer who is awarded the contract shall be bound to execute and implement it from **the date of award of contract** by signing an AGREEMENT on the non-judicial stamp paper of the value of **Rs. 100/-** in the enclosed form at his own cost. In the event of any tenderer backing out before the actual award or

execution of agreement, the contract being awarded to him, the management will have right to forfeit the Earnest Money in full.

13. Bidder should also submit duly filled tender document with sign and seal on all pages in testimony of having read all the terms & conditions laid down in the tender document.
14. The Present Food Contractors working in CIPET- Murthal, Sonapat may or may not be considered for this tender (depending upon the services, quality & capability of their work).
15. The bidders whose bid is accepted will be notified for the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
16. The Bidder should have all the kitchen equipment such as Double Burner Stove, Bain Marie, Gas Cylinder, Vegetable Cutter, Glasses, Breakfast plate, Lunch plates, Kadai, Frying, Spoons etc. The institute is not having obligation to provide the above.
17. Bidder have to submit the proof of labour license with enclosures.
18. All disputes shall be subject to Sonapat Jurisdiction only.

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Director & Head  
CIPET:CSTS, Murthal

**Technical /Qualification Bid****PART 1****PROFILE OF THE TENDERER**

Sl. No	Particular	
A.	Should have minimum 3 years' experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 30 lakh, exclusively in Catering services, preferably at large institutional establishments.	Details to be provided
B.	Should have/obtained before commencement of the work the requisite licences, approvals, certificates from all statutory authorities viz. Municipal/Income Tax/Sales Tax/Commercial Tax Depts. valid for the entire duration of the above work.	Informative and for Strict Compliance
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.	Details to be provided
1.	Name of the applicant/ Firm :	
2.	Registered Office :	
3.	Year of establishment :	
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 (copy of certificate is to be enclosed)	
7.	PAN Card ( Income Tax return of last Three Financial Year) [copy to be enclosed]	
8.	Goods & Service Tax Registration No. [copy to be enclosed]	
9.	Number of persons employed: Permanent ..... Temporary.....	
10.	Whether 24x7 service and support will be available	
11.	Do you have on office at Sonapat? If so, Please provide the Address and Telephone No.	
12.	Undertaking should be provided by the firm that it is not blacklisted in the past on the letter head of firm.	

Place:

Date:

(Name, Designation and Signature with Seal of the Company)

**PART 2****DETAILS OF PREVIOUS CONTRACTS**

<b>Period of Contract</b> <b>From To</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:**

<b>Period of Contract</b> <b>From To</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Place:**

**Date:**

**SIGNATURE OF THE TENDERER**



**PART 3**

***Undertaking:***

**I/We hereby undertake that if any information given in the technical bid/Tender Document is found false/incorrect at any stage after opening of the tender, the bid shall be rejected and EMD/Bid Security shall be forfeited and in case of successful bidder the Performance Guarantee will be forfeited by CIPET Murthal.**

Name & Signature of the Contractor /Authorized signatory  
with stamp of the Agency/Company

**DAILY HOSTEL MESS Menu: Rates to be Quoted**

Sl. No	Day	Breakfast (8.00 AM TO 09.00 AM)	Lunch (1.00PM TO 2.00 PM)	Dinner (7.00 P.M to 9.00 P.M)
1	Monday	02 nos of Allu Paratha with Tea	Roti + Rice + Chana Dal + Mix Veg + Salad / Pickle / Papad	Roti + Rice + Dal + Chole + Salad / Pickle / Papad
2	Tuesday	150 gram Pauha with jalebi 02 piece with Tea	Roti + Rice + Dal Fry + Aalu Bin Sabji + Salad / Pickle / Papad	Roti + Rice + Mix Dal + Seasonal Veg + Salad / Pickle / Papad
3	Wednesday	02 nos of Bread Pakoda with Tea	Roti + Rice + Cholley + Raita + Salad / Pickle / Papad	Butter Roti + Pulao + Dal Fry + Paneer Masala / Egg Curry + Gulab Jamun / Ice Cream + Salad / Pickle / Papad
4	Thursday	02 nos of Onion Paratha + Pickle with Tea / 02 nos of Kachauri + Chatney with Tea	Roti + Rice + Dal Makhni + Seasonal Veg + Salad / Pickle / Papad	Roti + Rice + Masur Sabut Dal + Aalu Shimla Mirch + Salad / Pickle / Papad
5	Friday	02 nos of Sada Paratha + Sabji with Tea	Roti + Rice + Masur Malkha Dal + Aalu Mattar+ Salad / Pickle / Papad	Roti + Rice + Arhar Dal + Sukhi Sabji + Salad / Pickle / Papad
6	Saturday	02 nos of Idli+Sambhar with Tea OR Black chana +Halwa with Tea	Roti + Rice + Rajma + Salad / Pickle / Papad	Roti + Rice + Chana Dal + Bhindi + Raita + Salad
7	Sunday	Puri + Sabji with Tea	Nil	Roti + Rice + Mung Sabut Dal + Palak Sabji + Dahi
Rate				

**DAILY STAFF CANTEEN MENU: Rates to be Quoted**

Sl. No	Day	Breakfast (8.00 AM TO 09.00 AM)	Lunch (1.00PM TO 2.00 PM)	Dinner (7.00 P.M to 9.00 P.M)
1	Monday	Prantha with Curd	Rice,Dal,Mix Veg., Chapati, Pickle,Papad, Salad	On the pattern of Lunch ( As per Demand)
2	Tuesday	Idli, Sambar	Rice,Rajma, Shahi Paneer/Matar Paneer/Seasonal sabji ,Chapati, Pickle, Papad,Salad	
3	Wednesday	Poori Aaloo/Poori Chole	Rice, Black Chole , Bhindi Masala/ Seasonal Veg,Chapati,Pickle, Papad, Salad	
4	Thursday	Sambar Vada	Pulao, Dal Makhni, Seasonal Veg, Chapati, Pickle, Papad, Sweet	
5	Friday	Poha/Upma	Rice, White Chole, Boondi Raita, Poori/Bathure, Pickle, Papad.	
6	Saturday	Poori Aaloo	Rice, Dal, Mix Veg., Chapati, Pickle, Papad, Salad	
7	Sunday	Prantha with Curd	Rice, Dal, Mix Veg., Chapati, Pickle, Papad,Salad	
Rate				

### **Specific/Special Terms and Conditions**

Hostel Mess & Staff Canteen bidder will be finalized based on experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. If required, a team of representatives/wardens may also take visits to check up the quality of food being served etc. by the bidder at the place of his/her current contract of catering / Hostel Mess & Staff Canteen / canteen services. Canteen Bidder (herein after referred as bidder) is required to note that health, hygienic safety and satisfaction of the hostel inmates is the prime concern of the hostel authority. On behalf of the students of Hostels, the hostel office hereby lays down the following terms and conditions which shall be binding to the bidder.

1. This Hostel Mess & Staff Canteen contract is for the period of 01 Year initially. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender upto 02 years (i.e. maximum tenure 03 years).
2. The hostel office will provide necessary facilities such as electricity (on chargeable basis), furniture. These facilities will be in the charge of the Bidder and he / she will be responsible for any **loss/damage** other than usual wear and tear. In case of any loss or damage, the bidder will has to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Wardens.
3. The maintaining safety, health and hygienic conditions in and around the Hostel Mess & Staff Canteen will be the responsibility of the bidder. Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
4. The bidder is required to keep one Hostel Mess & Staff Canteen manager, one cook and a helper for effective functioning and management of the Hostel Mess & Staff Canteen. The age of every Hostel Mess & Staff Canteen worker must be between 18 to 50 years.
5. The manager/workers deployed by bidder/agency should not misbehave with any student/staff.
6. Smoking and intoxication (**drug, alcohol, Gutkha, Tambaku, etc.**) is strictly prohibited in the Institute premises.
7. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
8. The bidder must put complaint register at the entrance of the Hostel Mess & Staff Canteen which will be checked by Hostel Mess & Staff Canteen committee/ hostel secretary/ Warden on regular basis.
9. If the Hostel Mess & Staff Canteen management of the bidder is not up to the mark or, the quality of the food is found below standard or unhealthy or unhygienic, then **Management is fully empowered to**

**terminate the contract with a short notice of one week.** The Hostel Wardens Committee's opinion is final so far as the food quality / Hostel Mess & Staff Canteen management is concerned.

- 10.** The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of **cooked food shall not be stored / preserved after meals**, not following warden's suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.
- 11.** Hostel Mess & Staff Canteen workers and cook should be healthy and medically fit. They are required to have a regular Medical check up with the Institute Medical Officer/ any other doctor suggested by Warden. These expenses have to be borne by Hostel Mess & Staff Canteen bidder themselves. If any Hostel Mess & Staff Canteen worker is found medically unfit, he / she may not be given permission to continue his / her duties and Hostel Mess & Staff Canteen bidder has to replace him / her immediately without fail.
- 12.** Bidders are required to give company uniform to the Hostel Mess & Staff Canteen worker and Hostel Mess & Staff Canteen supervisor / Hostel Mess & Staff Canteen manager. It is to be ensured that whenever the Hostel Mess & Staff Canteen workers are on duty they should be in uniform. The uniform should be cleaned / washed.
- 14.** Sample daily menu to be followed by the bidder is attached with this document. Hostel Mess & Staff Canteen Menu will be prepared in consultation with dietician along with hostel management committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
- 15.** The meals should be served at following timings:
- |                |    |                     |
|----------------|----|---------------------|
| Morning Tea    | -- | 6.30 AM TO 8.00 AM  |
| Breakfast      | -- | 8.00 AM TO 09.00 AM |
| Lunch          | -- | 1.00 PM TO 2.00 PM  |
| Evening Snacks | -- | 4.30 PM TO 5.30 PM  |
| Dinner         | -- | 8.00 PM TO 9.00P.M  |
- The timings may be changed as and when such circumstances arise.
- 16.** Hostel Mess & Staff Canteen cut will be given to students as per following conditions:-
- Students will submit the mess out/Canteen cut application before they leave the hostel.
  - Hostel Mess & Staff Canteen cut will be given to the students for the whole duration if duration exceeds 3 days.
  - Hostel Mess & Staff Canteen cut amount will be deducted from bidder's final bill of the respective month and it will be disbursed to the eligible students.
  - Hostel Mess & Staff Canteen cut will be given to the students in ground of medical reason after necessary approval from Management/Hostel Warden.

17. Bidder shall provide light food to the sick student(s) during sickness period and no extra charge will be paid for the same.
18. The payment of the successful bidder will in one / two instalments of the actual Hostel Mess & Staff Canteen bill within 15 days after depositing the bill. The successful bidder will submit monthly bill as per actual/attendance within 7 days after completion of the month.
19. The payment / calculation of Hostel Mess & Staff Canteen bill would be on actual days of operation of the Hostel Mess & Staff Canteen.
20. Bidder shall collect the guest charges directly from the students / guests who are not registered for Meals.
21. Subletting of contract is strictly not allowed which can lead to termination of the contract.
22. The Hostel Mess & Staff Canteen utensils are to be cleaned with hot water using detergent powder/soap after every meal.
23. All the items to be served in the Hostel Mess & Staff Canteen including curd shall be prepared preferably in the Hostel Mess & Staff Canteen.
24. The bidder is required to maintain the details / records of all his employees / Hostel Mess & Staff Canteen workers. This information along with their photographs shall be submitted to CIPET Murthal in the prescribed format.
25. Tea / coffee / milk shall be served in evening / at night as per requirement at the approved rate.
26. Liability / responsibility in case of any accident causing injury/ death to Hostel Mess & Staff Canteen worker/s or any of his staff shall be of the bidder. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
27. Bidder shall be solely responsible in case of incidence(s) of food poisoning 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 bidder as decided by the Committee members/Warden/Management for such incidence/s.
28. The bidder shall not employ any Hostel Mess & Staff Canteen worker whose track record is not good. Staff deployed by bidder should not have involved in any **crime / offence / police case**.
29. Quality control will be done by any committee members or Warden. Monitoring of quality of food, hygiene, cleanliness, etc. in the Hostel Mess & Staff Canteen operation area will be carried out on weekly basis and final score will be derived by taking average of weekly Quality Score (QS). The following scale will be adopted for monitoring of quality.

Quality	Very Poor	Poor	Good	Very Good	Excellent
Rating	1	2	3	4	5

Penalty will be imposed, if QS for the month will be less than 3.0. The penalty amount will be decided by the Council of Wardens/Management.

- 30.** Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The bidder shall not serve any of such substance / drink in Hostel Mess & Staff Canteen / hostel. Smoking, consuming gutkha, tobacco, paan, etc. is also prohibited in hostel premises.
- 31.** The bidder has to follow all labour laws / government laws in regard of employing the Hostel Mess & Staff Canteen workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.
- 32.** The bidder shall be completely responsible for appropriate behaviour of the Hostel Mess & Staff Canteen workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action as suggested by the Warden under intimation to the **Management**.
- 33.** Wage to the Hostel Mess & Staff Canteen workers will be disbursed by the Hostel Mess & Staff Canteen bidder compulsory (through account transfer). If bidder will not give wage to the Hostel Mess & Staff Canteen workers as per the Govt. labour laws, his contract may be terminated with a short notice of one week. The decision of committee members/Wardens will be final in this matter. Bidder shall submit certificate of payment of salaries to all the Hostel Mess & Staff Canteen workers in every month.
- 34.** The bidder shall provide other prepared food items like biscuits, wafers, namkins and flavoured milk etc. whenever such need arises.
- 35.** Following deductions will be made from the bidder's Hostel Mess & Staff Canteen bill:
- (a)** Income Tax/VAT/ Goods & Service Tax (GST) any other tax at the rate as applicable from time to time.
- (b)** Hostel Mess & Staff Canteen cut (if any)
- 36. The following brands of grocery items are permissible to be used.**
- Atta:** Shaktibhog/Ashirwad/Pillsbury/Golden Khazana
- Cotton seed oil/ Sunflower:** Fortune/ Saffola
- Musturd Oil:** - Kachi Ghani, Double Hiron, Patanjali
- All type of Masala:** Badshah/Everest/MDH
- Ghee/butter:** Amul /Omfed/Britannia/ Mother Dairy
- Tea:** Tata Tea/Taj Mahal/ Brook Bond
- Salt:** Tata/Annapurna/ Ashirwad
- Noodles:** Maggie/Top Roman / Knorr
- Rice:** Good quality /any other equivalent to this / as approved by Management.
- Milk / Curd:** Amul /Vita/ or any other good quality
- 37.** Hostel Mess & Staff Canteen will be closed as per the prior instructions of Management during vacation.
- 38.** Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
- 39.** Drainage line to be maintained/ repaired in case of blockage due to wastage of food material by the bidder at his own expenses.
- 40.** Responsibility of providing Medically-Fit Staff/Worker at Hostel Mess & Staff Canteen - The contractor shall ensure that all employees engaged by him are free from communicable/ infectious disease and are also

medically fit to work at Hostel Mess & Staff Canteen. Medical officers specified by the Hostel Mess & Staff Canteen Committee/Warden shall conduct medical examination on every 2 (two) months or as decided by the Institute. The cost of the medical examination will be borne by the contractor. If in the opinion of the institute any of the contractor's employee(s) is found to be suffering from any such disease/condition or if any employee(s) of the contractor is found to have committed misconduct or misbehaviour, the Hostel Mess & Staff Canteen Committee/ Warden shall have the right to ask the contractor to remove such employee(s) immediately. The Institute shall be entitled to restrain such employee (s) from entering into the Hostel Mess & Staff Canteen premise. Thereafter, the contractor shall have to provide a substitute(s) within a reasonable time.

- 41.** The contractor shall not appoint any sub- contractor for the work assigned to the agency. Also, neither part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.
- 42.** FESTIVE SPECIAL MEALS: As directed by Hostel Warden/ Management for special menu for such occasion based on holiday calendar of the Institute.
- 43.** Arbitration - Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the Director of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on both parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- 44.** The caterer will be fined in case of violation of the following rules:
  - i. Unavailability of complaint register on the counter/discouraging the complaint would lead to a fine of Rs. 1000/- on the caterer.
  - ii. 3 or more complaints of insects found in any meal would invite a fine of Rs. 2000/- on the caterer.
  - iii. 10 or more complaints of unclean utensils in a day would lead to a fine of Rs. 2000/- on the caterer.
  - iv. If Hostel Mess & Staff Canteen committee agrees that certain meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the caterer.
  - v. If food for any meal over within timings of Hostel Mess & Staff Canteen and waiting time is more than 20 minutes, then a fine of Rs. 1000/- would be imposed on the caterer.
  - vi. Change in menu without permission of Hostel Mess & Staff Canteen committee would result in a fine of Rs. 2000/- on the caterer.
  - vii. Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area etc) will lead to fine of Rs. 2000/- on caterer.
  - viii. For any rules stated in the agreement - First violation of the rule implies fine as per the rule. Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer. All subsequent violations of the same rule would invite five times the initial amount of fine.



- ix. Absence of proprietor/representative from Hostel Mess & Staff Canteen committee meeting (which will be held once every month) will attract a fine of Rs. 10,000/- on caterer.
- x. As and when Hostel Mess & Staff Canteen committee proposes a fine it will inform the representative of the caterer or Hostel Mess & Staff Canteen manager and fine will be imposed with consent of the warden.
- 45.** Safety Regulations - In respect of all labour, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable. Fire safety equipment at mess kitchen will be borne by the party.
- 46.** Fulfilment of Statutory Provisions - The contractor shall be responsible for fulfilling the requirement for all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract labour (Regulations and Abolition) Act and all other labour and Industrial enactment at his own risk and cost in respect of all staff employed by him. The Institute shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts, etc. Hence, non compliance or violation of any of these provisions of any of the Acts would lead to the immediate termination of the contract. The contractor shall maintain all records required to be maintained under statutory enactments and the Warden and his authorized representatives shall be entitled to inspect all such records at any time. No worker below the age of 18 (eighteen) years shall be employed for the Hostel Mess & Staff Canteen work. The Contractor has to pay the salary to workmen as per payment of wages act every month for immediate previous months work without waiting for clearance of his pending bills. Failing which a penalty equivalent to 5% of monthly bill value shall be imposed on contractor.
- 47.** Accident or Injury to Workmen- the Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor through claim from insurance company. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.
- 48.** For sick students, the contractor shall arrange to serve "sick diet" at their rooms. The sick diet shall be defined by Hostel Mess & Staff Canteen committee to the contractor.
- 49.** At any circumstances the staff/employee of bidder/contractor shall not have any claim what so ever for any type of employment with CIPET, Murthal, Sonapat.
- 50.** First Aid kit should be maintained by the firm.
- 51.** Electricity charges of mess/canteen to be borne by the contractor.
- 52.** If any student/staff from Jain community asks for Jain meal, contractor shall provide the same on request. (As per AICTE guidelines)

FORM- I

**TENDER/CONDITIONS ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date: -----)

To

The Director & Head

CIPET- Murthal

DCRUST Campus, 50th Mile Stone, NH-1, Murthal, Dist – Sonapat -131 039 (HR)

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: .....

Tender Name: .....

Dear Sir,

1. I/We have purchased/downloaded the tender document(s) for the above mentioned 'Tender/Work' from the CIPET website- [www.cipet.gov.in](http://www.cipet.gov.in) as per your advertisement, given in the above mentioned website.

2. I/We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORM- II

**CERTIFICATE OF ETHICAL PRACTICES**

(This document shall be duly signed by the tenderer and to be attached with Technical Bid)

1. I/We assure the CIPET Murthal, Sonapat that neither I/We nor any of my /our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.
2. Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities / practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. We will keep the Canteen and its surroundings hygienic, neat & clean. It is our responsibility.
5. Our firm is not blacklisted by any Govt./Semi Govt. or any other organization.

Place: -----

Date: -----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annexure-I****Financial/Commercial Bid**

<b>Central Institute of Plastics Engineering &amp; Technology</b>			
Name of Work		Running of Hostel Mess	
Name of Contractor			
S.No.	Description of Items	Rate Quoted in Figures ( Rs.)	Rate Quoted in Words( Rs.)
1	Rate per day per student for breakfast		
2	Rate per day per student for Lunch		
3	Rate per day per student for Dinner		
4	Total Cost ( per day per student)		

Note: Above mentioned price includes all kind of material costs, transportation costs and profit margin of contractor

Name & Signature of bidder with official stamp

**Annexure-II****Financial/Commercial Bid**

<b>Central Institute of Plastics Engineering &amp; Technology</b>			
Name of Work		Running of Staff Canteen	
Name of Contractor			
S.No.	Description of Items	Rate Quoted in Figures ( Rs.)	Rate Quoted in Words( Rs.)
1	Tea with two biscuits		
2	Breakfast per day per staff		
3	Lunch per day per staff		
4	Dinner per day per staff		

Note: Above mentioned price includes all kind of material costs, transportation costs and profit margin of contractor

Name & Signature of bidder with official stamp