



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**  
(CIPET), Education Hub, Syahimudi, Block-Katghora, PO/PS – Katghora,  
Distt. – Korba, Chhattisgarh - 495445

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**



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**TENDER NO.: CIPET/KORBA/CATERING TENDER/2018-19/01**

**LAST DATE FOR SUBMISSION OF TENDER: 04.01.2019**

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

**Dept. of Chemicals & Petrochemicals,**

**Ministry of Chemicals & Fertilizers, Govt. of India**

**CIPET, Education Hub, Syahimudi, Block-Katghora, PO/PS – Katghora,**

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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY,  
CIPET, Education Hub Syahimudi, Block-Katghora, PO/PS – Katghora,  
Distt. – Korba, Chhattisgarh - 495445**

## **INTRODUCTION**

Government of India established Central Institute of Plastics Engineering & Technology (CIPET) in 1968 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 on hub & spokes model with 32 locations across the country catering to the needs of Polymer and allied industries. 7 more centers are in the process of establishment.

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 centers at Ahmedabad Amritsar, Aurangabad, Agartala Baddi, Balasore, Bengaluru, Bhopal, Bhubaneswar, Chandrapur Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, KORBA, 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.

A unit of CIPET has been established in the city of KORBA situated in the fertile plains of Chhattisgarh the “rice bowl of India”, in September 2018 with the joint efforts of Govt. of India & Govt. of Chhattisgarh with a special focus to provide the academic and employment oriented skill development training to the Unemployed/underemployed youth of Chhattisgarh & to provide the 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

**TENDER NO.: CIPET/KORBA/CATERING TENDER/2018-19/01**

**TENDER DOCUMENT**

**FOR**

**CATERING SERVICES TO STAFF CANTEEN AND  
HOSTEL CANTEEN OF CIPET- KORBA**

**Important Dates**

<b>Date of Advertisement in News Paper</b>	<b>:</b>	<b>20.12.2018</b>
<b>Date of Sale of Tender Document</b>	<b>:</b>	<b>03.01.2019</b>
<b>Last Date for issue of Tender</b>	<b>:</b>	<b>03.01.2019</b>
<b>Last Date for Submission Tender</b>	<b>:</b>	<b>04.01.2019</b>
<b>Date of opening of Tender</b>	<b>:</b>	<b>07.01.2019</b>

## ELIGIBILITY AND SELECTION CRITERIA

1. A registered company, firm or agency having:
  - a. Contractors having at least 3 years satisfactory experience of running Students Hostel Canteen where regular daily catering services are being rendered.
  - b. Minimum Annual Average Turnover of **Rs. 20.00 Lakhs (Rupees Twenty lakhs)** & above during the last three financial years (2015-16, 2016-17 & 2017-18).
  - c. The prospective bidder should have successfully carried out catering services to Students Hostel Canteen for not less than **500** persons/users on a normal working day in a single unit for a continuous period of one year during the last Three years. The time period of Three years shall be reckoned as on 31.12.2018. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.
2. The Tenderer should be registered with the Competent Authority and should have PAN number, G.S.T, PF & ESI registration.
3. The Tenderer should be registered with the Competent Authority and should have valid **Food License**.
4. The Tenderer shall have well established office in Chhattisgarh State.
5. The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
6. The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
7. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
8. The Tenderer without the qualifications as mentioned at Sl. No.1 to 6 above and without all required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
9. Tender is liable to be rejected without EMD or MSME (certification against exemption of tender fees/EMD).
10. 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.

11. **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 mention. **“Tender for Catering Services to Hostel Canteen and Staff Canteen of CIPET-KORBA”** at the time of submission. DO NOT PUT any DD inside the technical bid cover or financial bid cover.
12. In Financial Bid Canteen Rates should be considering for the selection of L1 Party.
13. **Tender form duly filled in all respects in only original prescribed format, supplied by the CIPET KORBA, duly super-scribed, should reach the Office of the CIPET KORBA– 495445, on or before 04.01.2019 up to 05.00 PM. Tender document fee of Rs. 500/- (Rupees Five Hundred Only) is to be paid in the form of crossed demand draft (DD), in favour of CIPET KORBA payable at KORBA.**
14. Alternatively, bidders can submit their offer by downloading the complete tender document from the website [www.cipet.gov.in](http://www.cipet.gov.in). The bidder has to ensure that the tender should strictly comply with the requirements of the Tender Document. Any modifications shall render the tender invalid. Agencies submitting their bids by downloading the tender document from CIPET website shall submit the crossed demand draft for Rs. 500/- (Rupees Five hundred only) towards tender document fee, along with their bid, failing which their bid will be rejected.
15. **Earnest Money Deposit (EMD) of Rs. 50,000/- ( Rupees Fifty Thousand Only) to be deposited in the form of Demand Draft drawn in favour of CIPET-KORBA along with the tender for each bid.**
16. **The Successful bidder shall deposit an amount of Rs. 1,00,000/- (Rupees One Lakh Only) against security deposit. The EMD of Rs. 50,000/- of successful bidder shall be adjusted against the security deposit. No interest shall be payable on the security deposit.**
17. Bidder should sign and stamp all the pages of duly filled tender document before submission of the same
18. This Contract is for initially one year and extendable further one year depending on the performance and Rates, terms & conditions mutually agreed upon.

## **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 **04.01.2019 up to 05.00 PM**. If 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 License, EPF, ESI, G.S.T, 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-KORBA payable at KORBA. Tender Document submitted without prescribed Earnest Money Deposit(EMD) shall be summarily rejected.
3. The E.M.D. of unsuccessful Tenders will be returned within 15 days after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.

- 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 AT STAFF CANTEEN & HOSTEL CANTEEN OF CIPET- KORBA”**.

Envelope I- Technical Bid, Undertaking & EMD.

Envelope II – Financial Bid

- The envelope containing sealed tender shall be addressed to Sr. Project Officer, CIPET, Korba.
- No Tenders shall be accepted after due date and time.
- This office will not be responsible for any postal delay or wrong delivery.
- Technical Bid will be opened on **07.01.2019 up to 03:00** pm 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.
- The CIPET- KORBA will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
- 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.
- Tenders should be submitted in **CIPET, Education Hub, Syahimudi, Block- Katghora, PO/PS – Katghora, Distt. – Korba, Chhattisgarh – 495445** between **10:00 am to 05:00 pm** in the working days before the last date **04.01.2019 up to 05.00 pm. No tender will be accepted after 05:00 pm on 04.01.2019.**



## **TERMS AND CONDITIONS**

1. The Canteen Contractor and Canteen Staff shall be experience and properly trained in Canteen work and in the age group of **20-50 years** and should be able to communicate in Hindi & English.
2. All Canteen personnel shall behave politely with the students/visitors/ customers and office staff.
3. The normal duty hour as per decided our Canteen Committee and It shall be followed regularly.
4. No Canteen Staff shall leave Canteen unless and until next reliever arrives at Canteen/Hostel.
5. Agency/Contractor is responsible to provide trained Canteen staff to take care of CIPET'S properties and premises to the best of their capacity.
6. Agency/Contractor is responsible to provide all the utensils/ Bain marie etc. to the best of their capacity.
7. The number of Canteen 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 staff to take duties of absent men so as to make up number of Canteen staff that have to be on duty at a particular time.

Only the Agency Contractor (Age: Not more than 50 years) and Canteen Staff (Age: Not Less than 18 years and not more than 50 years) approved by the Sr. Project Officer, CIPET KORBA or his authorized Officer shall be posted on duty.

8. Duty hours of the Canteen shall be determined by the Administration Department/Canteen Committee, CIPET KORBA as per his requirements.

### **TENTATIVE CANTEEN TIMINGS**

Breakfast	:	07.00 AM - 09.00 AM
Lunch	:	12.00 AM - 03.00 PM
Evening Snacks	:	04.00 PM - 05.00 PM
Dinner	:	08.00 PM - 10.00 PM

8. 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.
9. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee.
10. Catering agency shall be at liberty to transfer any person engaged by Catering agency to work at the premises of CIPET for reasons as Catering agency feels fit and the Canteen staff provided by Catering agency at CIPET 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:
  - a. 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 and it shall be complied with forthwith.
  - b. The staff of Catering agency shall comply with reasonable directions and instructions which are given by CIPET to Catering agency from time to time.
11. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the Canteen staff posted at CIPET premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F, G.S.T, Minimum Wages Act, payment of 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.
12. The agency shall supply the skilled and experience Manpower of Canteen staff as per the requirement of its various departments.
13. 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.

14. Contractor shall deposit the amount of **Rs. 1,00,000/- (Rupees One Lakh Only)** against security deposit by way of demand draft in favour of **CIPET-KORBA**.
15. The qualified & successful bidder has to enter into an agreement with CIPET on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Catering agency.
16. CIPET shall pay to Catering Agency/ Contractor an amount as per the rate quoted in Tender for **CANTEEN CATERING SERVICES TO HOSTELS OF CIPET KORBA** and the said contract amount shall be paid on or before 15<sup>th</sup> 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 Goods Service Tax (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.
17. 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.
18. **In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of Canteen personnel of Catering agency then the cost of loss thereby will be fully made good by Catering agency to CIPET.**
19. Since Catering agency will be responsible for providing security and protection of Canteen premises and properties of CIPET Canteen, **Catering agency will be responsible for loss or damage caused to the properties and premises of CIPET Canteen as a result will be compensate value of the loss or damage to CIPET.**
20. Wages /Salary to Canteen worker/staff will be paid in their bank account only by agency/contractor.

**GENERAL TERMS AND CONDITIONS:**  
**CATERING SERVICES TO CANTEEN & CANTEEN OF CIPET-  
KORBA**

(Approximately 200-500 Students)

Which may increased/decreased 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 CANTEEN TIMINGS

Breakfast	:	07.00 AM –09.00AM
Lunch	:	12.00 AM –03.00 PM
Evening Snacks	:	04.00 PM – 05.00 PM
Dinner	:	08.00 PM – 10.00 PM
3. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET Management Committee to be approved by the Sr. Project Officer and the decision of the Committee will be binding on the contractor.
4. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act etc., as applicable for engagement of 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 Canteen 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 Hostel Wardens Committee's opinion is final so far as the food quality / Canteen 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 Hall Management Committee, the contract can be cancelled at the sole discretion of the Sr. Project Officer.
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 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/Canteen committee).
14. The Canteen 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. A quality control Team will check all materials brought to the Canteen as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the 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 student for the entire contract period for one year.
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.

Date	Tea & Breakfast with Particulars	Lunch with Particulars	Dinner with Particulars	Remarks of Canteen Supervisor/ Contractor	Feedback of Students	Signature of Hostel Warden

18. The contractor has to maintain register in following format on regular basis to assess the feedback of students.

19. **All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Management Committee will not pay any other charges for the catering services provided. 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 Canteen on his own cost. Any fluctuations in the Gas price must be absorbed by the Contractor only.**

20. **When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods of leave more than 5 days (with prior intimation) shall have to be accommodated and payment will be deducted as per actual absent of students.**

21. Monthly payment to the contractor will be made by CIPET duly certified by warden concerned in one installment after the submission of actual Canteen bill including copies of all statements, taxes paid for the period.

22. Contractor has to provide food to the guests as per the rates mutually agreed by CIPET & Agency as and when required.

23. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the Canteen. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden.

24. Canteen 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 worker is found medically unfit, he may not be given permission to continue his duties and Canteen contractor has to replace him immediately without fail.
25. Contractor shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
- i. Canteen Contractor or his representative manager is required to remain present in the Canteen when the food is served in the Canteen.
  - 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 Canteen / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in Canteen 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. The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and CIPET and for meeting other statutory and non-statutory benefits/obligations. A copy of the all statutory levies paid by the contractor should be submitted to the Warden.
  - viii. **The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with Canteen bill claims, otherwise bills will not be paid.**
  - ix. **It is also mandatory on the part of the contractor to open Savings Bank Account in the Nationalize Bank.**
26. 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.

27. The Sr. Project Officer reserves the right to reject any/all the tender without assigning any reason therefore.
28. Hostel Management Committee will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non compliance with the menu and serving of unhygienic food will result in instant monetary fine.
29. The AMC charges for the electric gadgets and gas at the Canteen have to borne by the contractor at the rates fixed by the company approved by the Hostel Management Committee.
30. 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.
31. For girls' hostel, contractor should provide 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, the 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 equipments, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered or same equipment to be provided.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1000/- per complaint.
- g) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs. 1000/- to Rs. 2500/- depending on the size of the stone/ pebble per complaint.
- h) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 1000/- on the contractor.
- i) If Canteen committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the contractor.
- j) Changes in approved menu of any meal without permission of warden/Canteen committee would result in a fine of Rs. 1000/- on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1000/- on contractor for every instance.

- 1) 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 Canteen committee with consent with the wardens.

Severity of hygiene failure shall be assessed and decided by the Canteen 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/KORBA/CATERING TENDER/2018-19/01**  
**TECHNICAL BID**

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

Sl. No	Particular
A.	Average Annual Turnover of Rs. 20.00 Lakhs (Rupees Twenty Lakhs) and above Details of Last three Financial years (Please enclose copy of audited Balance Sheet and Profit & Loss Account of last three years) 2015-16, 2016-17, 2017-18
B.	Experience of similar services offered by your firm for not less than 500 students/persons. (Enclosed to be Certificate) List of Existing Clients at KORBA (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, G.S.T 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.	Valid Food License Number
7.	PAN Card & TIN Number ( Tax return of last Three Financial Year) [Photocopy to be attached]
8.	Number of persons employed as Manager/Supervisor/Helper level : Permanent.....Temporary.....
9.	Whether 24x7 service and support will be available

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 Sr. Project Officer has the right to cancel the contract without any further correspondence and CIPET, KORBA, 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: \_\_\_\_\_

**TENDER NO.: CIPET/KRBA/CATERING TENDER/2018-19/01**  
**CIPET-KORBA**

**Financial Bid: Rates of items: (For Canteen)**

<b>Item</b>	<b>Quantity</b>	<b>Rate(Rs.)</b>
Food (limited lunch)	<b>05 Chapati, rice 150 gm, 1 veg, 1 dal , salad, papad/aachar, (1 special weekly) As per approved menu by CIPET KORBA</b>	
Special Thali	<b>05 Chapati, rice 150 gm, 1 veg, 1 dal , salad, papad/aachar, Paneer, Mutton, Chicken, Sweet, Curd</b>	
Tea	150 ml	
Coffee (Nescafe)	150 ml	
Shakes(Mango, Banana & Chikoo)	150 ml	
	300ml	
Samosa/Kachodi with Sauce	100 grams each	
Pastry	Each	
Patties with Sauce	Each	
Sandwich	Each	
Burger	Each	
Cold Drinks	150 ml/300ml/500ml/1000ml	
Water Bottle (Aquafina, Bisleri/Kinley)	Each 500ml / 1 litre/200ML	
Bread pokoda	Each 150 grams	
Breakfast (Poha/UPMA)	Each 200 grams	
Cutlet	150 grm	
<b>Discounted rates for Chocolate (Each)</b>	Upto Rs. 10/-	
	Rs. 10/- to Rs. 30/-	
	Rs. 30/- to Rs. 60/-	
	More than Rs. 60/-	
<b>Discounted rates for Biscuit &amp; Packed Snacks(Each)</b>	Less than Rs. 20/-	
	Rs. 20/- to Rs. 30/-	
	Rs. 30/- to Rs. 50/-	
	Rs. 50/- to Rs. 100/-	
<b>Discounted rates for Ice Cream/Sweets (Each)</b>	More than Rs. 100/-	
	Upto Rs. 10/-	
	Rs. 10/- to Rs. 30/-	
	Rs. 30/- to Rs. 50/-	
	More than Rs. 50/-	
Chowmein	Full plate/ half plate	
Pizza	Full/ Half	

Note: Please attach extra sheet for the items that you can provide.

Rates quoted are expected to be below MRP wherever MRP is relevant. For other items prices may be as economical as possible.

Place

Signature

Date

Official Seal

**TENDER NO.: CIPET/KRBA/CATERING TENDER/2018-19/01**  
**CIPET-KORBA**

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**FINANCIAL BID (For Students Canteen)**

(Shall be submitted by the bidder on official letter head)

Please fill rates in appropriate columns in Indian Rupees)

To  
The Sr. Project Officer,  
CIPET, Education Hub Syahimudi,  
Block-Katghora, PO/PS – Katghora,  
Distt. – Korba, Chhattisgarh - 495445

Dear Sir,

Subject: Selection of Contractors for hostel dining facility – Reg.

Ref:

In response to your Advertisement for “Selection of contractor for Catering Services to Hostel Canteen of CIPET-KORBA” we submit herewith our financial bid.

**REGULAR MENU**

S. No.	Items	Charges per day per students in Rs.
01.	Student/Hostel:  <input type="checkbox"/> Break Fast <input type="checkbox"/> Bread Pakoda with Tea (150 ML) <input type="checkbox"/> Puri with sabjji <input type="checkbox"/> 150 gms. Pauha with Jalebi 2 Nos. <input type="checkbox"/> 2 Alu Paratha with sauce <input type="checkbox"/> 3 Idali /2 Medu Wada/Sambar <input type="checkbox"/> 2 Kachori with sauce <input type="checkbox"/> 2 Samosa with sauce <input type="checkbox"/> 2 Alu Wada with sauce <input type="checkbox"/> 150 gms. Upma <input type="checkbox"/> Cholebhature <input type="checkbox"/> CholeKulcha <input type="checkbox"/> PavBhajee <input type="checkbox"/> Suji, Halwa etc. <b>(any one item)</b>	

2.	<input type="checkbox"/> <b>Unlimited Lunch &amp; dinner:</b> <input type="checkbox"/> Two Vegetable <input type="checkbox"/> Dal/Kadhi <input type="checkbox"/> Rice/Khichadi <input type="checkbox"/> Chapati/Paratha/ Puri <input type="checkbox"/> Salad / Pickle/Pappad/Curd/Raita/Sweet.	
	<b>*Contractor has to provide: Weekend Special (One Time):</b> <input type="checkbox"/> Paneer/Mashroom/Egg/Chicken/Mutton etc. <input type="checkbox"/> Dal Fry <input type="checkbox"/> Pulao/Fry Rice. <input type="checkbox"/> Buttered Chapati/Puri <input type="checkbox"/> Sweet/Ice cream/Kheer and Salad/Papad/Pickles.	
<b>TOTAL RUPEES PER DAY PER STUDENTS</b>		

**Authorized Signatory of the Bidders with Seal**

**Important Notes:**

- Rates quoted should be inclusive of all taxes / levis (G.S.T and any other statutory Central/State Govt. taxes) and should be valid for ONE year from the date of the agreement.
- Rate quoted by the bidder must be inclusive of all charges.
- Financial bid should be kept in separate sealed cover.
- In case of Tie, decision of CIPET Management Committee will be final and will be binding on bidder.

**DECLARATION**

- We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Hostel Management committee after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Hostel 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**