



सिपेट CIPET

CIPET

TENDER DOCUMENT FOR PROVIDING MESS FACILITY AT BOYS HOSTEL, CIPET: IPT, KOCHI

ADVERTISEMENT NO.: CIPET: IPT/KOCHI/ADMIN/EOI/MESS/2024-25/03
LAST DATE FOR SUBMISSION OF BIDS : 30.07.2024

CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT)
(Dept. of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India)
HIL Colony, Edayar Road, Pathalam, Udyogamandal P.O., Kochi – 683501.

Phone: 0484 – 2547742

E-mail: kochi@cipet.gov.in , cipetkochi@gmail.com
Website: www.cipet.gov.in

विज्ञापन / ADVERTISEMENT

<p> ■ നികുതിതര വരുമാനം ■ കടമല്ലാത്ത മുലധനവരവ് </p>	<p> ■ നികുതികളിലെ സംസ്ഥാനവിതം ■ പെൻഷൻ ■ മറ്റുചെലവ് </p>
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Central Institute of Petrochemicals Engineering & Technology (CIPET)
 (Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
 HIL Colony, Edayar Road, Nr. Pathalam, Udyogamandal P.O.,
 Kochi - 683 501. PH:0484-2547741, 2546740
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**NOTICE INVITING TENDER FOR PROVIDING MESS FACILITIES
AT BOYS HOSTEL, CIPET:IPT KOCHI**

CIPET/IPT/KOCHI/Admin/EOI/Mess/2024-25/03 Date: 24.07.2024.
 CIPET: IPT, Kochi invites sealed quotation from experienced contractor for providing mess facilities at Boys Hostel (Providing Breakfast, Lunch, Dinner & Tea/Snacks). The bid documents containing the details of qualification criteria. The bid documents can be availed at CIPET:IPT-Kochi.
 സിപിഇ കൊച്ചിയുടെ ബോയ്സ് ഹോസ്റ്റൽ മെസ്സ് നടത്തുന്നതിന് പ്രസ്തുത രംഗത്ത് പ്രവർത്തിച്ചുവരുന്ന സ്ഥാപനങ്ങളിൽ/വ്യക്തികളിൽ നിന്നും മുദ്രവെച്ച കവറിൽ ക്വട്ടേഷൻ ക്ഷണിക്കുന്നു.
Last date for the submission of bid documents is 30.07.2024 at 03:00 p.m.
 CIPET Kochi reserves the right to accept or reject any or all bids either in part or in full without assigning any reasons thereof.

(-Sd/-)
Joint Director & Head

भारत के
 President
 1) वीए
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 22.07.
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INTRODUCTION, BACKGROUND & OVERVIEW

1. Central Institute of Petrochemicals Engineering & Technology (CIPET) is a premier national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.
2. The institute is looking for experienced contractor for providing mess facilities at boys hostel, CIPET:IPT Kochi for 30 numbers of students of LTC/STC programs. Being premier education institute of International repute, the Authorities do not want to compromise with the quality of the food being provided to the boys students of LTC/STC Courses.
3. The objective of this document is to empanelment of contractor for providing mess facilities at boy's hostel for the students of LTC/STC programs.

TERMS AND CONDITIONS

1. ELIGIBILITY AND SELECTION CRITERIA :

- A registered company, firm or agency having more than 2 years' experience in similar work and Minimum Annual turnover more than Rs.5.00 Lakh (Rupees Five Lakh) during the last three financial years.
- The Tenderer should be registered with the Competent Authority and should have valid Food License.
- The Tenderer should not have been blacklisted by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
- The Tenderer must submit duly filled Tender form specified in (Technical Bid) of this document.
- Any Tender received after the scheduled date & time or incomplete in any manner will not be accepted.
- The bidder (Firm) is expected to examine all instructions, terms & Conditions, specifications in the Tender form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid(s).
- The contract for Canteen Services shall remain valid initially for a period of One (01) year. However, in order to evaluate the performance and services of the Contractor, the contract will be engaged on trial period of 03(three) months. The contract for the remaining 09 months will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the trial period. The one-year contract period is subject to renewal by the Institute on satisfactory performance and as per mutually agreed terms and conditions. This contract period will be valid for a maximum period of 03(three) years only.

2. Amendment of Bidding Documents:

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

3. Signing of Bid

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

4. Submission of Bid

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

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of Agency/Firm along with copies of documents as evidences. The Agency/Firm has to fill up Annexure "A" with his signature along with all supporting documents.

Envelop No. II super/scribed as Tender for Financial Bid and should contain the Tender form duly signed in each page by Agency/authorized signatory along with price bid. The Agency/Firm has to fill up Annexure "B". Both Envelope I & II should be placed in large envelope which should be super scribed As "Tender for Providing Mess Services" and addressed to CIPET: IPT-Kochi – 683 501.

5. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid's Misplacement or premature opening
6. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
7. Contacting the Service Receiver No bidder shall contact the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

8. Evaluation of Bid

- (i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
- (ii) Those tenderers who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
- (iii) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:
 - Firm/Bidder must have valid food license.
 - Minimum Average annual turnover of more than rs 5 Lakh of last 3 financial years.
 - Experience minimum 2 years in similar work
 - Valid GSTIN no if applicable
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code:
- (iv) The envelope II i.e. Financial Bid will be opened for those parties who will qualify in Technical Bid.

9. The completion period should be strictly adhered filling which CIPET:IPT – Kochi reserves the right to cancel the order without assigning any reasons whatsoever.
10. Payment 100% shall be paid within 15 days of submission of Invoice.
11. CIPET reserves the right to reject any or all Tender in full or part thereof without assigning any reason.
12. The Director& Head, CIPET:IPT – Kochi is the final authority and his decision will be final and binding on the supplier for any disputes.
13. All legal disputes will have the jurisdiction of Kochi only.

TERMS & CONDITION OF AGREEMENT TO MESS SERVICES AT CIPET: IPT- Kochi
(Minimum Guarantee for 30 numbers of students which may increase /decrease in future)

1. Breakfast, lunch, dinner, morning tea and evening tea/snacks need to be served as per the basic menu agreed upon with the canteen Committee.

2. TENTATIVE MESS TIMINGS

Breakfast/Tea	:	08.00 AM –09.00 AM
Lunch	:	12.30 PM - 1.15 PM
Evening Snacks/Tea	:	04.30 PM – 05.30 PM
Dinner	:	08.00 PM – 09.00 PM

3. Dispute: In case of any dispute between the Warden and the Service Provider, the matter will be referred to CIPET: IPT-Kochi Management Committee to be approved by the Joint Director & Head and the decision of the Committee will be binding on the contractor.
4. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act etc., as applicable for engagement of labors on daily wage are to be followed strictly by contractor 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 of Rs. 30,000/- 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 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 Hall Management Committee, the contract can be cancelled at the sole discretion of the Director & Head.
13. Hygiene, overall cleanliness of surrounding, hall, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals.
14. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
15. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by CIPET Management Committee.
16. The Contractor shall use only branded raw materials and best quality for preparing the food.
17. The contractor may use any other approved brands only if permitted by the Mess Committee, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the warden and mess committee will select the brands for cooking.
18. The materials brought inside CIPET Campus for cooking purpose shall be entered in the Good Inward Register kept at security gate. Without proper permission no material will be sent out from CIPET Campus.
19. All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc. and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Management Committee will not pay any other charges for the catering services provided.

20. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden.
21. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the Institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
22. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
23. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
24. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
25. The contractor should submit the proof of payment of statutory/non- statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with mess bill claims.
26. The Director & Head reserves the right to reject any/all the tender without assigning any reason therefore.

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: IPT - Kochi 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 Owner, twice the cost of the equipment will be recovered or same equipment to be provided.

- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 1,000/- on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs. 1000/- per complaint.
- g) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs. 1000/- to Rs. 2500/- depending on the size of the stone/ pebble per complaint.
- h) If mess committee agrees that certain item of a meal was not cooked properly then a suitable fine would be imposed on the contractor.
- i) Changes in approved menu of any meal without permission of warden/mess committee would result in a fine on the contractor.
- j) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 1000/- on contractor for every instance.
- k) 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:IPT - Kochi Management for reduction/waiver of penalty. The decision of the Management shall be final.

3. DECLARATION

Date:

To
The Joint Director & Head
CIPET: Institute of Petrochemicals Technology (IPT)
HIL Colony, Pathalam,
Udyogamandal P.O.
Cochin-683501.

Dear Sir,

Sub.: Providing Mess facilities at boys Hostel,CIPET: IPT Kochi

Please find enclosed my/our submission in respect of providing mess Facilities for students of CIPET: IPT Kochi in response to the tender document. I/ We hereby confirm the following:

1. The submission is being made by _____
(name of the mess Service Provider) in accordance with the conditions stipulated in the tender issued by the CIPET.
2. I/We have examined in detail and have understood the terms and conditions stipulated in the tender document issued by CIPET. I/ We agree and undertake to abide by all these terms and conditions. My/Our proposal is consistent with all the requirements of submission as stated in the said tender document issued by CIPET.
3. I/We confirm that the mess Services/Facilities/ activity/ business is registered with respective Government Department / respective City Corporation. We also state that the building is secure and has never been used for any illegal activities punishable under the law.
4. I/ We further confirm that we have not offered nor will offer any illegal gratification in cash or in kind to any person or agency in connection with the tender/ proposal.
5. I/ We confirm that I/ we have never been jailed or convicted of any criminal or civil offence.
6. I/ We confirm that I/ we have never been blacklisted in or debarred from any empanelment/ tendering process anywhere till date.

For and on behalf of:

Signature:

(Authorized Representative and Signatory along with seal)

Name of Person:

Designation:

CHECK LIST

SI No.	Particulars	Attached / Not Attached
1	Self-attested copy of PAN Card number under Income Tax Act.	
2	Self attested copy of GST Registration & No.	
3	Self-attested copy of Firm Registration & FSSAI License	
4	Experience: The bidder should be in the business of providing similar services for the last 3 years as on	
5	Copy of terms & conditions and every page of the tender document duly signed and sealed by the hostel service provider, in token of acceptance of terms and conditions and tender as quoted.	
6	The bidder should be submit the last 3 years income tax returns.	
7	The bidders should be submitted the annual turnover for last 3 years.	
8	The firm should not be black listed by any Central Govt./State Govt./PSU/Govt. bodies.	

Signature of the Contractor and Seal



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY(CIPET)

INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT)- KOCHI

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

HIL Colony, Edayar Road, Pathalam, Udyogamandal P.O.,

Kochi - 683 501. PH:0484-2547741, 2546740

Commercial BID

BID No:

Name of the Supplier:

S.No	Particular	Qty	Amount
1	Food [Break Fast +Lunch+ Dinner] And 2 times Tea with one Time Snacks	Per Student/Per Day	
2	Food [Break Fast +Lunch+ Dinner] And 2 times Tea with one Time Snacks	30 Nos / Per Day	
3	Food [Break Fast +Lunch+ Dinner] And 2 times Tea with one Time Snacks	30 Nos / Per Month	
	GST %		
	Total Unit Cost (S. No.)		

Rupees in Words :

Signature of the Contractor and Seal

Hostel Mess Menu

Annexure - I

Day	Breakfast	Lunch	Evening refreshment	Dinner
Monday	Dosa-3Nos, Sambar, Chatni, Tea	Rice, Chicken Curry / Veg Curry, Veg Salad,Pappadam,Pickle	Tea & Banana Fry	Rice, Egg Curry / Veg Curry, Thoran,Koottukari, Pickle
Tuesday	Appam-3Nos, Veg. Curry, Tea	Rice, Pulisseri, Thoran, Koottukari, Fish Fry / Veg Fry , Pappadam, Pickle	Tea & Ulli Vada	Chappathi (4 Nos),Veg Curry,Egg Thoran
Wednesday	Idli-4Nos, Sambar, Chatni, Tea	Rice, Chicken Curry / Veg Curry, Veg Salad,Pappadam,Pickle	Tea & UzhunnuVada	Appam (4 Nos),Egg Curry / Veg Curry
Thursday	Puttu-3Nos, Kadala Curry,Tea	Rice, Egg Curry / Veg Curry , Thoran, Avial curry, Pickle, Pappadam	Tea & Samoosa	Chappathi (4 Nos), Fish Curry / Veg Curry
Friday	IdiAppam-3Nos, Green peas curry, Tea	Rice, Sambar, Thoran, Chicken 65 / Paneer Fry , Pappadam Pickle	Tea & Parippu Vada	Rice, Fish Curry / Veg Curry ,Thoran, Pickle, Koottukkari,
Saturday	Upma, Pazham/curry, Tea	Rice, Pulisseri, Fish Fry/Veg Fry ,Thoran,Rasam, Pappadam ,Pickle	Tea & Bonda	Masala Dosha, Sambar, Chatni, Boiled Egg
Sunday	Poori- 3Nos,Masala Curry,Tea	Chicken Biriyani / Veg Biriyani ,Veg Salad,Pickle, Pappadam	Tea & Bread Roast	Chappathi (4 Nos),Veg Curry, Egg Thoran