



TENDER

FOR

CATERING SERVICE
(Students Hostel Canteen)

CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY AGARTALA
Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers, Govt. of India
CIPET AGARTALA
Rubber Park, Bodhjungnagar, Sub-Div: Mohanpur, Agartala, Dist-West
Tripura, Pin-799008

Phone: 9954542542/9402183512

Email: cipetvtcagartala@gmail.com

Date & Time for Closing of Tender: 10.09.2019 at 11:00 AM

Tender Notification No.: CIPET/AGT/Catering-Service/04/2019-20

Tender Notification Date	:	28.08.2019
Nature of work	:	Catering Service for around 150+ students
EMD Amount	:	Rs. 10,000/- Only (Ten thousand only) Period For
contract	:	Initially for a period of 1 Year that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents.
Last Date of submission of Tender	:	10.09.2019 up to 11:00 AM
Date of Opening of Technical Bids	:	10.09.2019 at 12:00 PM
Date of Opening of Commercial Bids	:	To be announced after evaluation of Technical Bid
Address for the submission	:	The Deputy Director & Head CIPET AGARTALA Rubber Park Area, Bodhjunnagar, Dist-West Tripura Pin799008.
Scope of Work	:	The contract is essentially for providing following Catering services to the residents of Hostel . 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) Coupon sales. Residents may use these coupons to get 'extra' items not included in the basic menu of the mess; e) Cleaning of utensils, kitchen and serving items; f) Cleaning of cooking, dining and auxiliary areas; g) Security of the equipment, utensils and other items in the mess; h) Maintenance of the equipment in the kitchen and dining areas; i) Maintenance of books, ledgers, other records and documents related to running of the mess; j) Deployment and supervision of required manpower for the above mentioned job.

Note: 1. Bidders are requested to regularly check our website for updates with regard to this tender. No further paper ad shall be published for any change/ addenda/ corrigenda/etc.

Tender Notice for Providing Catering Service at CIPET, Agartala**PRICE OF THE TENDER DOCUMENT Rs. 1000/- (NON-REFUNDABLE)**

1. Sealed tenders are invited for Providing Catering Service to **Hostel at Paramananda Complex Assam Agartala Road Dulara ,Pin -799008.** 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 Agartala hostel mess; **(2) Commercial Bid** containing the price of the items/full day menu etc.
2. The Technical/Qualification Bids will be opened on **10.09.2019 at 12:00 PM** in the presence of tenderers or their authorized representative(s). The authorized representatives of CIPET Agartala 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 Committee appointed for the purpose will be opened on a date / time to be decided later on and communicated to such eligible bidders.
3. **The bidder should submit the Technical / Qualification Bid (page No. 5-7 of tender document) and Commercial Bid (page No. 19 of tender document) in SEPARATE sealed envelopes super scribing "Technical / Qualification Bid" and "Commercial Bid", respectively. These two envelopes should be then put in an envelope and sealed properly and super scribed "Tender for CIPET Agartala Hostel Mess".**
4. The tenders supported by earnest money of **Rs. 10,000.00 (Ten 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 Nationalized Bank, drawn in favour of **"CIPET Agartala VTC ", payable at Agartala** on or before 10.09.2019.
5. Tenders should be addressed to **The Deputy Director & Head, CIPET Agartala, Rubber park Area, Bodhjunnagar, Dist-West Tripura Pin-799008.** and superscribed **"Tender for Providing Catering Service at Paramananda Complex, Assam Agartala Road, Dulara -799008.**
6. **The Deputy Director & Head, CIPET Agartala,** 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 who is awarded the contract shall have to deposit a Performance Security of Rs. 1, 00, 000.00 (Rupees One Lakhs Only) with CIPET Agartala within 15 days of issue of the work order, which shall remain valid up to 90 days beyond the date of all contractual obligations.
8. The tenderer should quote the rate for each item in figures as well as in words.
9. The tender is not transferable under any circumstances at any stage.
10. 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.
11. Bids in any form other than the prescribed form issued by CIPET Agartala or incomplete bids will not be entertained and will be summarily rejected.
12. The successful tenderer who is awarded the contract and has deposited the performance security as mentioned in point no. 7 shall have to execute a bond with CIPET Agartala on a non-judicial stamp paper of value not less than **Rs. 100/-** at his own cost. Although implementation of the work by the successful tenderer shall be in effect immediately after receiving the work order, the entire process up to execution of bond shall be completed within 15 Days of issuing of work order.

Failure to comply with the above conditions will lead to the cancellation of the contract and forfeiture of his earnest money. In the event of any tenderer backing out before the actual award or execution of agreement, the contract being awarded to him, the Deputy Director & Head, CIPET Agartala will have absolute discretion to forfeit the Earnest Money in full.

13. Bidder should sign and stamp all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
14. Bidders are requested to visit the website continuously no separate, corrigendum or addendum will be given separately.

Deputy Director & Head

Technical /Qualification Bid
PROFILE OF THE TENDERER

PART 1

Sl. No	Particular	Remarks
A.	Should have minimum 1 years' experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 2 lacs.	Informative and for Strict Compliance
B.	Should have / obtained before commencement of the work the requisite licenses, approvals, certificates from all statutory authorities	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.	Informative and for Strict Compliance
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 (FSSAI):	
7.	PAN Card & Tax return of last Three Financial Year. [Photocopy to be attached]	
8.	G.S.T. Reg. No.: [Photocopy to be attached]	
9.	Number of persons employed: Permanent..... Temporary.....	
10.	Whether 24x7 service and support will be available:	
11.	Do you have on office at Agartala? If so, Please provide the Address and Telephone No.:	

Place / Date:

Signature of the Bidder

DETAILS OF PREVIOUS CONTRACTS**PART 2**

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

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

Period of Contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks
From	To				

Note : Enclose separate sheet if necessary

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 Agartala.

Name & Signature of the Bidder
Or is Authorized signatory
with seal of the Agency/Company

CONDITION 2. Award of mess operation contract:

- i. The institute will award the Hostel operation contact as per the following procedures.
 - a) The bidders qualifying the Technical Evaluation Criteria (Part 1, 2 & 3) will be called for opening the price bid.
 - b) The price for all the Hostel Canteen Mess will be decided on the basis of quoted price of qualified bidders (**Technical Evaluation**) in their presence along with Hostel and Mess/ Tender Operation Committee.
 - c) Bidders who are not agreeing to the common price may be abstained from the further process.
- ii. Notwithstanding the above, the institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract. Also, institute reserves the right to select or reject any bid without assigning any reason thereof.
- iii. 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.
- iv. 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 does not have any obligation to provide the above.
- v. The Bidder shall make their all necessary arrangement of preparation and serving of food. CIPET shall not be responsible for any additional expenses incurred (If any) by the bidder for rent of premises/rooms/kitchen area etc.
- vi. If the number of trainees exceeds 50nos, the bill will be charge on actual basis.
- vii. Submitted tender should be valid for a minimum period of three months from the due date.
- viii. All disputes shall be subject to Agartala Jurisdiction only.

Note: Bidder who do not comply the above points will be treated as irresponsive and no communication will be given in that regard and allotment will be offered to the next bidder in the merit list.

MENU FOR STC Students Hostel

Days	Breakfast (8.00 a.m. to 9.00 a.m.)	Lunch (12.30 to 1.30 p.m.)	Dinner (8.30 P.m. to 9.30 p.m.)
Monday	Roti Sabji	Rice ,Dal,Bhaji,Paneer, P a p a d	Rice, Dal ,Paneer , Chicken ,Papad
Tuesday	Poori Sabji	Rice ,Dal,Bhaji,Sabzi,Chatney,papa d	Rice, Dal ,Mix Veg ,Egg curry, Mushroom.
Wednesday	Roti Sabzi	Rice, Dal, Chutney ,Mix Veg, sabzi	Rice, Dal, Veg, Fish curry, Paneer
Thursday	Roti Sabzi	Rice,Dal,Chutney,Paneer,sabzi	Rice ,Dal ,Veg, Egg kasa, mushroom.
Friday	Chowmin	Rice,Dal,Bhaji,sabzi,salad, Papad	Rice, Dal , Mix Veg , Chicken, Paneer
Saturday	Poori Sabzi	Rice,Dal,Bhaji,,sabzi,Papad	Rice ,Dal, Mix Veg ,Fish Curry, Mushroom
Sunday	Roti Sabji	Rice, Dal, Bhaji, sabzi,Chatney.	Rice, Dal, Mix Veg, Chicken, Paneer.

Evening Snacks: For all days 5.30 AM to 6.15 PM (Good day biscuit/Somosa 01 pieces and Tea)

***** Bidders are requested to provide at least one grand feast in a month to the trainees.**

*** Paneer, Mushroom (During Dinner) is only for Vegetarian Trainees.

****Seasonal Quality Vegetable should be used in preparing the food.**

**** Menu may change by the committee member as and when required.**

Signature of Bidder

CONDITION 3: General Terms and Conditions:

Mess bidder will be finalized based on his / her experience, contracts executed earlier, managerial abilities and other relevant factors as considered appropriate by the tender committee. If required, a team of officials 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 / mess / canteen services. Mess 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 catering contract is for the period of 1 year initially. If hostel inmates and hostel authority is satisfied with the performance of the bidder, the contract period may be extended further.
2. Maintaining of safety, health and hygienic conditions in and around the mess 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.
3. The bidder is required to employ necessary manpower for smooth functioning of the mess and timely providing of lunch. The age of every mess worker must be as per the norms stipulated by the Govt.
4. The bidder and mess workers have to behave politely with hostel inmates.
5. Smoking and intoxication (**drug, alcohol, Gutkha, Tambaku, etc.**) is strictly prohibited in the Institute premises.
6. One months' notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
7. The bidder must put complain register at the entrance of the mess which will be checked by mess committee/ hostel secretary/ Warden on regular basis.
8. If the Mess / 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 **The Deputy Director & Head 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 / mess management / Canteen Management is concerned.
9. 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.
10. Mess workers and cook should be healthy and medically fit.

- 11.** Sample daily menu to be followed by the bidder is attached with this document. Mess Menu will be prepared in consultation with hostel management committee. Menu can be changed, to suit the availability of seasonal vegetables and their market supply with intimation to the authorities / warden.

- 12.** The meals should be served at following timings:

Morning Tea	--	6.30 AM TO 8.00 AM
Breakfast	--	7.45 AM TO 09.00 AM
Lunch	--	12.45 PM TO 1.55 PM
Evening Tea	--	5.45 PM TO 6.45 PM
Dinner	--	8.30 PM TO 10.00 P.M

The timings may be changed as and when such circumstances arise.

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- 13.** Bidder shall provide light food to the sick student(s) during his / their sickness period and no extra charge will be paid for the same.

- 14.** Quality control will be done by any committee members / Warden .

- 14.** Bidder shall collect the guest charges directly from the students / guests who are not registered for Meals.
- 15.** Sub contract is strictly not allowed which can lead to termination of the contract.
- 16.** The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
- 17.** All the items to be served in the mess shall be prepared preferably in the mess.
- 18.** Liability / responsibility in case of any accident causing injury/ death to mess 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.
- 19.** 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 Tender Committee / Hostel Warden / Competent Authority for such incidence/s.
- 20.** The bidder shall not employ any mess worker whose track record is not good. He / She should not have involved in any **crime / offence / police case**.

- 21.** Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The bidder shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco, paan, etc. is also prohibited in hostel premises.
- 22.** The bidder has to follow all labour laws / government laws in regard of employing the mess workers. The bidder shall be solely responsible for any dispute / violation of labour laws / government laws.
- 23.** The bidder shall be completely responsible for appropriate behavior of the mess 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 **Deputy Director & Head.**
- 24.** Following deductions will be made from the bidder's mess bill:

 - (a)** Gas to be arranged by bidder.
 - (b)** Income Tax/ GST and any other tax at the rate as applicable from time to time.

- 25.** Mess will be closed as per the prior instructions of Warden / Chief Warden during vacation.
- 26.** 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.
- 27.** Responsibility of providing Medically-Fit Mess Staff - The contractor shall ensure that all employees engaged by him are free from communicable / infectious disease and are also medically fit to work at mess. 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 misbehavior, the Mess Committee / Warden shall have the right to ask the contractor to remove such employee(s) without questioning the decision of the institute. The Institute shall be entitled to restrain such employee (s) from entering into the mess premise. Thereafter, the contractor shall have to provide a substitute(s) within a reasonable time.
- 28.** The contractor shall not appoint any sub- contractor for the work assigned to him without the written permission of the CIPET Agartala. Also, no 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.
- 29.** FESTIVE SPECIAL MEALS: As directed by Hostel Warden / Authorized Officials of CIPET Agartala for special menu for such occasion based on holiday calendar of the Institute.
- 30.** 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.
- 31.** 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.

- iv. If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 1000/- would be imposed on the caterer.
- vi. Changes in menu without permission of mess 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.

32. 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.

33. Fulfillment 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 authorized representatives of CIPET Agartala 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 mess work. The Contractor has to pay the salary to 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.

- 34.** 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.
- 35.** For sick students, the contractor shall arrange to serve "sick diet" at their rooms. The sick diet shall be defined and provided by mess committee to the contractor.
- 36.** At any circumstances the staff/employee of bidder/contractor shall not have any claim what so ever for any type of employment with CIPET Agartala.

FORM- I

TENDER/CONDITIONS ACCEPTANCE LETTER

(To be given on Company Firm Letter Head)

Date: -----

To
The Deputy Director & Head
CIPET CSTS: Agartala

Subject: 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 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 Agartala 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 mess and its surroundings hygienic, neat & clean. It is our responsibility.

Place: -----

Date: -----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORM- III

COMMERCIAL BID**A. DAILY MESS RATE: Rates Quoted**
PART 1

Sl. No.	Description	Rate in Figure	Rate in Words
1.	Rate per day – per student for morning Tea & Biscuit		
2.	Rate per day-per student for breakfast *		
3.	Rate per day-per student for Lunch *		
4.	Rate per day-per student for Evening Tea *		
5.	Rate per day-per student for Dinner *		
6.	Total cost (Per day per student) *		

* These prices include all kind of material & transportation cost and profit margin of contractor.

* Rate should be inclusive GST.

Date:

Place:

Signature of Bidder & Seal.