

**TENDER FOR PROVIDING  
CARETAKING, HOUSEKEEPING  
AND CATERING SERVICES AT  
RGIPT STUDENTS' MESS**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)**

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**This tender document contains 34 pages and it is not transferable.**

**Notice Inviting Tender**  
**For**  
**Providing Caretaking, Housekeeping and Catering Services at**  
**RGIPT Students' Mess for approx. 300 students**

Tender Notification No	: RGIPT/RBL/Mess/2015-16/02
Type of tender	: Two-part bid (Technical & Finance)
Tender Notification Date	: 07-10-2015
Nature of work	: Operating RGIPT Students' Mess for approx. 300 students
EMD Amount	: Rs. 2.00 Lakhs (Rs. Two Lakhs Only)
Period for contract	: Initially for a period of 2 years that may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents. Up to 10% hike, ONLY on material cost, shall be provided in subsequent years of contract, after the successful completion of 1 <sup>st</sup> year.
<b>Date of Pre-Bid Conference</b>	<b>: 26-10-2015</b>
Last Date of submission of Tender	: <b>10-11-2015, 3.00 PM</b>
Date of Opening of Technical Bids	: <b>10-11-2015, 3.30 PM</b>
Date of Opening of Commercial Bids	: <b>To be announced</b>
Address for the submission of tender	: The Registrar Rajiv Gandhi Institute of Petroleum Technology Ratapur Chowk, Rae Bareli-229001, U. P.

## **PART-I**

### **1. Introduction**

- (a) Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli (RGIPT) has been set up by Ministry of Petroleum & Natural Gas (MoPNG), Government of India as an Institute of National Importance in the lines with IITs through an Act of Parliament. Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). RGIPT operating its academic activities from Rae Bareli (Main Campus) and currently offering programmes at Undergraduate, Postgraduate and Doctoral levels. There is strength of around 300 students on campus and institute intends to engage a reputed catering firm to operate its professionally managed students' mess and provide tasty and hygienic foods at par with a reputed restaurant.
- (b) Sealed quotations, in two-part bids, are invited from reputed catering firms for catering, caretaking and housekeeping services at RGIPT Mess at ITI Colony, Doorbhash Nagar, Rae Bareli. The crockery for serving dishes, ovens and other kitchen equipment shall be provided by Institute for routine day-to-day catering. However, the caterer will arrange the consumables and fuel (Commercial LPG cylinder).
- (c) Bidding System-** Interested firms may submit their quotations in two part bids:
- (i) **PART- A:** Technical Bid (Form-I, II, III, IV & V)
  - (ii) **PART- B:** Financial Bid (Form- VI & VII)

### **2. SCOPE OF WORK**

Broadly, the services involve following tasks:

- (a) Catering Services for Student Mess
- (b) Catering on Special Occasions
- (c) Outdoor Catering
- (d) Caretaking of students' mess
- (e) Providing housekeeping services at students' mess

Caterer will be required to prepare food and serve breakfast, lunch, evening snacks and dinner for Students, Guests, and visitors of RGIPT, as per menu suggested by Mess Committee and maintain the mess and its surroundings clean. The mess staff will work under the guidance of Mess Supervisors. Cleaners will not be used for kitchen/cooking work.

### **3. JOB SPECIFICATIONS**

- (a) Provide breakfast, lunch, snacks and dinner to the residence of hostel. The number of boarders will be at an average of 300, which may vary between 10 to 20%.
- (b) The food has to be prepared in clean, hygienic and safe conditions as per the menu.
- (c) The workers should have worked in large canteens, hotels, messes for a period of two years and should have the knowledge and aptitude of preparing food both vegetarian and non-vegetarian.

- (d) The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
- (e) Dining hall should be washed with water and soap solution and mopped, after every meal. Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.
- (f) High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls.
- (g) The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning in closed bins. The surroundings shall be kept clean and hygienic.
- (h) The mess will be opened at 6.00 a.m. by collecting key from the Security office and will be closed by 10.00 p.m. and key should be deposited at Security office on all seven days of the week. Any changes in the timings will be as approved by the concerned authorities.
- (i) Food is served through counters on self-service basis. However, the used plates will be taken out from the dining tables through trolleys to the dish wash area.
- (j) After every meal (breakfast, lunch, evening tea and dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of quality approved.
- (k) The tea spoons, table spoons, forks, knives, stainless steel tumbler glass, katories and all the utensils should be counted once in a month and the contractor will be responsible for the loss of any items and make the loss if it is found shortage.
- (l) Food should also be served to the hostel rooms for sick boys/girls in the room as and when required.
- (m) Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.

#### **4. ELIGIBILITY CRITERIA**

- (a) Tenderer should be a registered and licensed contractor. Appropriate documents/ Certificates issued from appropriate authorities should be enclosed to support this.
- (b) Tenderer should have a minimum 3 years experience, especially in operating Students' Mess or Officers' Mess/Canteen for more than 200 people on daily basis. The tenderer should have worked with Government/Public Sector Undertaking/ Large Private Sector Institutions and Certificates of Performance should be enclosed duly indicating the period of contract and type of payment received.
- (c) Performance certificate or recommendation from at least three reputed organizations/ educational institutions where they have been providing similar services since last three years

- (d) Should possess statutory requirement such as labour license, Municipal Food License (FDA), PF, ESIC, Sales Tax, Service Tax, Shop and Establishment Registration Certificate and PAN card for their existing businesses.
- (e) It is desirable that the firms should have valid food license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business, if applicable
- (f) Fresh Solvency certificate from scheduled or nationalized bank for up to Rupees One Crore
- (g) Copy of last three years Income Tax Returns and last three years' balance sheet certified by a Chartered Accountant with a minimum turnover of Rupees 1 Crore per annum in Catering and its allied services.
- (h) Tender should be accompanied with an EMD of Rs. 2.00 Lakh (Rs. Two Lakhs Only), by way of Cross Demand Draft drawn in favour of 'RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY payable at RAE BARELI. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender, whichever is later. Any tender without EMD in PART-A will not be considered.

Only successful vendor's EMD will be retained as a part of security deposit and is refundable after the completion/termination of the contract without any interest after deducting dues if any, to the Institute.

- (i) The tender document is non-transferable.

## **5 TERMS AND CONDITIONS: (GENERAL)**

- (a) The bidder must have the required and valid statutory registration for rendering the catering and its allied services.
- (b) No legal proceedings(s) and/or Industrial dispute(s) claiming wages or any other payment from or employments with the principal Employers have been initiated by any present employee or previous employee of the bidder (if a company or proprietorship however previously designated) or of any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate declaration in the form of an affidavit which if found to be false could not only lead to criminal prosecution but could be attended by termination of the contract and award of the work to another caterer at the caterer's risk and cost.
- (c) RGIPT Rae Bareli shall provide the contractor electricity, water and other facilities as given below
  - (i) Kitchen area
  - (ii) Equipment as installed in the kitchen and Dining Hall
  - (iii) Institute would provide few Kitchen utensils & appliances, as available as Institute will also try to get gas connection. However, the contractor will do refilling of cylinders

- (iv) Any equipment required other than what is available in the Institute for the cooking and servicing is to be procured by the Caterer. Any new equipment purchased would remain the property of the Caterer and can be taken away at the termination of this contract.
- (d) Food Waste, unwashed food plates and other rubbish is required to be cleaned /cleared immediately.
- (e) **Pest-Control:** The contractor at all times will keep the cook house/dining hall/washing area free from flies/cockroaches/mosquitoes/rats and other pests. Frequent pest control and scientific pest control measures are required to be adopted by the contractor at all times.
- (f) The contractor would ensure clearance of all the drains in and around the kitchen and dining hall at all times and will ensure disposal of waste food articles & other garbage from the campus premises frequently & regularly at his own cost. The institute will not pay any extra amount for the same.
- (g) The contractor will arrange for any additional facilities, utilities, equipment and inputs required for the production and service of various items of food. The Contractor shall be responsible to ensure the proper utilization of the facilities, equipment, furniture and utilities provided by RGIPT Rae Bareli without any manner of abuse or excess use. And, also keep the kitchen and surrounding area absolutely tidy and free from any damage. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be effected from the contractor's bill and the material/item repaired or replaced at his cost.
- (h) Notwithstanding anything elsewhere provided herein, the firm may be penalized if the contractor does not rectify any defect in the maintenance, upkeep, hygiene and cleanliness of the kitchen and/or equipment to a state satisfactory to the Officer-in-charge within 10 (Ten) days of notice in writing.
- (i) The contractor will be responsible for any major or minor repairs and will arrange for regular maintenance of the equipment provided by the Institute at his cost.

## 6. Conditions of Work

- a. Efficiency, promptness, quality of food, quality service, good behaviour and politeness of the caterer and his staff are the essence of the contract. The caterer is required to supervise the operations at all working hours and his manager or supervisor shall personally supervise operations in the kitchen and dining area.
- b. Work shall be carried out by the caterer as per the conditions of contract.
- c. The caterer shall engage fully trained and adequately experienced staff and arrange to provide refresher-training course for them as and when required and as per the direction of Institute.
- d. The caterer will try his best to save energy by using latest technology in catering service areas.

- e. All the catering staff should be medically fit. They should be free from any contagious diseases. The caterer shall get his employees medically examined once in three months and submit fitness certificate to the officer-in-charge.
- f. The contractor will require submitting of medical report and police verification of the newly joined employees within 10 days of their joining.
- g. Contractor shall ensure cleanliness of the cook house/dining halls/ stores/washing areas/ surrounding areas at all times.
- h. The caterer shall provide appropriate uniform to all their staff engaged by them and deployed on RGIPT Rae Bareli duty in sufficient quantity. The uniforms worn should be cleaned & used at all times.
- i. The contractor will ensure sufficient no. of uniformed waiters in the students dining hall during all major meal timings.
- j. Entry into RGIPT Rae Bareli by caterer's personnel will be subject to issue of gate passes to such personnel for the purpose. Gate passes shall be for a fixed period and shall be issued at the joint request of the caterer and the personnel of the caterer with respect to whom gate passes are sought, in the format prescribed by RGIPT Rae Bareli in this behalf to be jointly signed by the caterer and the concerned personnel.
- k. The gate pass may be withdrawn without assigning any reason.
- l. The gate passes issued to the caterer's personnel shall not ordinarily exceed the number which will be communicated to him by the Institute from time to time except to meet emergent, casual or temporary requirements.
- m. The caterer's personnel shall not indulge in entertaining their guests/outside in the RGIPT Rae Bareli premise, and shall not loiter in the RGIPT Rae Bareli premises and shall not normally move out of their specified area of operation.
- n. The caterer shall get the menu approved by the Officer concerned or the representative of the students. The officer-in-charge may make any subsequent change in the menu in consultation with the Students Committee, and contractor.
- o. The caterer shall make necessary arrangements for regular and prompt collection and disposal of waste generated in the kitchen on day-to-day basis.

## **7. Intimation to Caterer**

RGIPT Rae Bareli shall inform the caterer of its requirements regarding catering of guests at least one day in advance for planned event and in urgent and exceptional cases 6 hours in advance. All intimation [written/verbal] will be given to the caterer or his representative at RGIPT Rae Bareli.

## **8. Period of contract and Cost Escalation Clause**

- a. The period of contract will be two **years** with a built-in scheme for review of the performance at the end of each year along with a provision for annual price escalation of up to 10% per annum to absorb the increase in the input costs. However, the rates quoted shall remain firm during the first year of the contract. The contract may be extended for a similar or lesser period on same terms and conditions as mentioned in the Tender Documents by mutual consent on the basis of satisfactory performance of the contractor..
- b. The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.
- c. Notwithstanding anything contained in other clauses of the Tender document, the contract will automatically terminate if and to the extent that the continuation of the contract or any part thereof become illegal or legally void / untenable for any cause.
- d. Upon the termination of the contract (except termination due to illegality) the Institute shall be entitled, at the risk and cost of the contractor, to arrange for the meals and/or carry on the room services for the balance period of the contract as contemplated in the scope of the work through an independent agency or agencies and to adjust any differential amount thus incurred from the contractor (in addition to any other amounts, compensation and damage that the Institute is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the contractor.

## **9. Payment of Bills**

- a. The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work and Job Specifications and as per actual manpower supplied. In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages. The bill should be submitted on 5<sup>th</sup> of succeeding month and payment will be made within 30 days from the certification of the bill by Mess Supervisor who will supervise the above work, and Chairman, Mess Committee.
- b. Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating in part or completely, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.



- c. Mess charges are billed on actual expenses incurred on the food consumed. If as student goes out of station for more than three consecutive days, he/she is allowed a mess rebate (as applicable) provided the absence from the campus is officially permitted by the Chief Warden and the Mess Supervisor is informed about the absence well in advance by writing in mess rebate register kept in the Dining hall/mess office. To avail the mess rebate participant should ensure that they give at least 24 hours prior notice in writing to the mess supervisor. Exemption for mess charges is allowed only for full days. Exemption for part of a day is not entertained. No other refund is admissible on mess charges.

## **10. Earnest Money**

- (a) Earnest money by means of Demand Draft in favour of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) payable at Rae Bareli and must be enclosed along with the Tender. Tenders submitted without earnest money will not be considered. The earnest money of the unsuccessful bidders will be refunded without any interest after the award of the contract to the successful bidder. The earnest money of the bidder is liable to be forfeited if the bidder prematurely withdraws his bid or the successful bidder fails to take up the job or fails to deposit the initial security deposit.

## **11. Security Deposit**

- (a) The security deposit consists of two elements:
  - (i) Earnest Money deposit to be paid either in the form of demand draft along with the Tender document.
  - (ii) Initial Security Deposit of the successful contractor shall be Rs. 10.00 lakhs (which includes EMD amount i.e., Rs. 2.00 Lakh also).
- (b) Release of final payment and retention money (if any) outstanding on expiry or completion of the contract including extended period shall be subject to the contractor furnishing satisfactory proof of re-deployment or retrenchment, as the case may be, of employees who were deployed by the contractor pursuant to the contracts to work within the premises of RGIPT Rae Bareli.
- (c) Release of initial security deposit shall be on completion of the contract period. The security deposit will be released three months after successful completion of the contract. The institute reserves the right to modify the security deposit amount in view of number of diners availing mess facility.
- (d) No interest will be paid on any deposit or withheld amount.
- (e) The security deposit may be in the form of Account Payee Demand Draft or Fixed Deposit Receipt from scheduled or nationalized bank in favour of 'Rajiv Gandhi Institute of Petroleum Technology' and payable at Rae Bareli valid for the period of contract.

- (f) If the contractor fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else.

## **12. Taxes, Labour Laws and Other Regulations**

- (a) The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- (b) The contractor will be exclusively responsible to meet and comply with all legal requirements with respect to the food items prepared and sold by him to RGIPT Rae Bareli, including with respect to raw material and ingredients incorporated therein, and shall be exclusively responsible for any infraction of the provisions of any applicable law with regard to the preparation, storage and sale of food, including the provisions of the Prevention of Food Adulteration Act, The Essential Commodities Act, and weights and Measures Act and all rules, regulations and orders framed there under.
- (c) The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
- (d) The contractor shall fully comply with all applicable laws, and regulations relating to P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority.
- (e) The Contractor shall be responsible for proper maintenance of all registers, records and accounts as far as it relates to compliance of any statutory provisions/ obligations. The contractor shall be responsible for making the records pertaining to Payment of Wages Act and for depositing the P.F. and ESI contributions, with the authorities concerned.
- (f) The contractor shall be responsible and liable for all the claims of his employees.
- (g) The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Assistant Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
- (h) The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work and submit a copy to Officer-in-charge within 30 days.

### **13. Misconduct**

The contractor shall keep the Institute indemnified from and against all personal and third party, misconduct claims whatsoever arising out of any commission or omission by contractor or his employees, or representative as the case may be.

### **14. Inspection and Testing by the Institute**

- (a) The Institute shall be entitled to inspect and/or test by itself or through any of its representative or an independent agency, premises of the contractor and materials stored therein for use pursuant to the contract and/or any ingredient to be used in the preparation of food intended for provision or sale pursuant to the contract.
- (b) If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Institute or his authorized representative shall be final) the contractor shall not use such material, and shall keep the Institute indemnified from and against any claim of infection, poisoning or illness arising from any bad, stale or defective food or material provided by the contractor.

### **15. Interpretation**

All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

### **16. Vacation of Premises**

The contractor shall give vacant possession of the facilities/ premises made available to the contractor by RGIPT Rae Bareli and return all furniture, fixture, equipments and other items made available by RGIPT Rae Bareli in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises etc shall be effected within 5 days of the completion of the period of contract or termination of the contract. If the contractor fails to do so, the Institute shall be free to take possession of the premises by opening the lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the contractor's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the contractor by the institute.

### **17. Assignment and Sub- Contracting**

The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

## 18. Quantum of Work

The scope of work given is approximate only and may vary in actual course of execution. The contractor is therefore, advised to quote very carefully. No claim for the compensation from the contractor shall be entertained due to any variation in quantities (irrespective to the quantum of variation) of the various items of food or deletion of any item(s) of food. The rates shall be firm during the first year of the contract.

## 19. Services for Special Occasion

If at any time during the existence of the contract the Institute desires to utilize the services of the contractor for any special occasion or otherwise, the contractor will arrange the same at the rates to be mutually agreed upon (provided the items are outside the rates of the items already included in the Tender). Similarly, in case the Institute desires to include any new items in the contract for food the same will be negotiated with the contractor.

## 20. Exit Clause

The contract can be terminated by giving two-month notice period by the institute and **three-month notice** by the contractor.

## 21. Force Majeure

The contractor shall not be entitled to claim any compensation from RGIPT Rae Bareli for the loss suffered by him on account of delay by RGIPT Rae Bareli in the supply of useable water, electricity etc. where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of God, acts of enemies of the state/ country or any reasonable cause beyond the control of the Institute.

## 22. Operational Period of Mess

(a) The mess will normally be operational for at least **8 to 9 months in a year**. No payment shall be made to contractor when mess is closed. The mess may be closed during the vacations at the discretion of Institute. However, Chief Warden/ Mess Committee reserves right to extend or reduce the period of mess operation. In such cases, contractor shall be paid only on actual per plate consumption basis. The actual dates of these vacations are decided well in advance and are readily available in the institute calendar. The decision of the institute regarding the running of mess during the vacation shall be final and binding on the contractor. During the academic session, the mess will not be allowed to be closed on any day, including Sundays and other holidays, for any reasons whatsoever.

**(b) Period of mess operation : Last week of July to 1<sup>st</sup> week of December and  
: Last week of December to 1<sup>st</sup> week of May**

### **Tentative Timing of Mess**

**Breakfast:** 08.00 am to 9.00 am

**Lunch:** 12:00 pm to 1.30 pm

**Snacks:** 4.00 pm to 4.30 pm

**Dinner:** 08.00 pm to 9.30 pm

- (c) The mess committee also reserves right to decide the timings for breakfast and each meal on different days. The mess committee may revise the timings over the year as per academic and other activities. The mess committee will inform the contractor about the changes in the timings well in advance.
- (d) RGIPT celebrates a "Hostel Day" once every year. The contractor shall make special arrangements to organize a dinner for the residents and the visitors as per the direction of the Mess Committee. The rate for this dinner shall be decided in consultation with the Mess Committee. However, the mess committee reserves right to appoint another vendor of their choice for hosting the dinner on the Hostel Day, without assigning any reason thereof. In such an event, the contractor will not be paid the cost of the dinner for the Hall Day.

### 23. Penalty

- (a) Any member of the designated student committee or officer-in-charge or any authorized person can inspect the mess, kitchen or any process without any prior notice to caterer.
- (b) In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken.
- (c) The caterer will be fined in case of violation of the following rules:
  - (i) **Non-availability of complaint register** on the counter/discouraging members from registering complaints would lead to a fine of Rs. 2,500/- on the caterer.
  - (ii) **Any complaints of insects and/or foreign object** (hair, rope, cloth, plastic, etc) cooked along with food found in any food item would invite a fine of Rs. 5,000/- on the caterer.
  - (iii) **Any complaint of stones / pebbles of diameter more than 2 mm** will attract a penalty on the caterer which can range between Rs. 300/- to Rs. 3,000/- depending on the size of the stone/ pebble.
  - (iv) **Hard and/or sharp objects** like glass pieces, nails, hard plastic etc. will attract a penalty of at least Rs. 5000/- per incident.
  - (v) **Food poisoning**, shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.
  - (vi) **Three or more complaints of unclean utensils** in a day would lead to a fine of Rs. 3,000/- on the caterer.
  - (vii) If mess committee agrees that **certain meal was not cooked properly** then a fine of Rs. 3,000/- would be imposed on the caterer.

(viii) If food for any meal gets over within timings of mess and waiting time is more than 10 minutes for breakfast or lunch or dinner, then a fine of Rs. 2,000/- would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.

**(ix) If the quality of milk is not found up to be appropriate**, or it is diluted, a fine of 2,000/- would be imposed.

**(x) Changes in menu of any meal** (including fruit/juice/milkshake) without permission of mess committee would result in a fine of Rs. 5,000/- to the caterer.

**(xi) For any rules stated in the agreement,**

(a) First violation of the rule implies fine as per the rule.

(b) Second and subsequent violations of the same rule within 30 days of previous fine will attract double the initial amount of fine on the caterer.

**(xii) Inappropriate personal hygiene of workers** including their dress personal hygiene of workers and/or misbehavior by workers etc. will lead to fine of Rs. 2000/- on caterer for every instance.

**(xiv) Failure to maintain a proper health check up of the workers** will attract a fine of Rs. 4,000/-per instance

**(xv) Absence of proprietor or his representative empowered to take decision from mess committee meetings on due invitation** (which will be held once every month) will attract a fine of Rs. 10,000/- on caterer.

(xvi) As and when mess committee proposes a fine, it will inform the representative of the caterer or mess manager and fine will be imposed.

**(xvii) Using of brands not mentioned in the contract** without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Mess Committee.

(xviii) 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 summarily Termination of the Contract.

***(xix) Only people who pay, gets the food. No other people including janitors, security men, or any other staff gets free of cost food for any reason. (Exception- food quality supervision).***

***(xx) A Penalty of minimum Rs. 1000/- shall be charged on mess contractor, per person who is offered free of cost food.*** It is the responsibility of contractor to ensure that only people who pay gets food.

**P.S.:** Any penalties/fines imposed on the caterer would be deducted from their payment of the same month itself.

## **24. Contract Agreement**

The successful Bidder shall be required to execute a Contract Agreement with RGIPT Rae Bareli on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder.

RGIPT Rae Bareli reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

## **25. Work at Risk and Cost**

The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

## **26. Insurance**

The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for this type of work against damage /loss/ injury to property or person or loss of life during the complete period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before starting date of the work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.

## **27. Standard of food and caretaking:**

RGIPT Rae Bareli expects the Students' Mess to be maintained as a high-end facility for our students' community, ensuring state-of the-art hospitality and service management at the level of a **Three Star standard**.

## **28. Indemnity**

The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.

## **29. Compliance with the Institute rules and Regulations**

The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.

## **30. Arbitration**

In the event of any question, dispute or difference arising under this Agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator appointed by the Director, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Ratapur Chowk, Rae Bareilly-229316, Uttar Pradesh and the decision of the Arbitration will be binding on both parties of this agreement.

## **31. Jurisdiction**

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Rae Bareilly alone shall have jurisdiction to the exclusion of all other courts in anyplace in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Rae Bareilly.

## **32. Authorization**

The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.

## **33. Access to site**

The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.

## **34. Safety and Security**

Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

## **35. Visit to Site of Bidder**

The Institute reserves the right to visit the sites managed by the bidders to evaluate its competence during any stage of the tendering process. The report submitted by the inspecting committee will be considered for finalizing the successful bidder.



**36. Mobilization Time -**

- (a) The contractor shall have to mobilize his resources to commence the work within 15 (fifteen) days from the date of award of contract.
- (b) RGIPT own state-of-the-art campus is coming up at 47 acres of land at Jais, Amethi (27 km from Rae Bareli) and institute may start operating its activities from new campus during the contract period. In that case, contractor will be required to relocate.

**37. MANPOWER:** Contractor will be required to deploy workers as per details given below:

S. No.	Manpower	Required Number	Category
1	Mess Manager	1	Highly Skilled
2	Cook	5	Highly Skilled
3	Store Keeper	1	Skilled
4	Dining Hall Supervisor cum Coupon Clerk	2	Skilled
5	Assistant Cook	3	Skilled
6	Roti Maker	3	Semi skilled
7	Cleaner for Dining Hall	3	Unskilled
8	Service boy (Water)	2	Unskilled
9	Utensil Cleaning	3	Unskilled
10	Pantry	3	Unskilled
11	Cleaner	3	Unskilled
12	Ingredients cleaners	1	Unskilled
13	Housekeeping staff/ Sweeper	2	Unskilled

- a. The books of accounts regarding attendance, acquaintance, wages paid, PF Accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.
- b. The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.
- c. The contractor shall be responsible for the discipline of his workers.
- d. The list of workers profile has to be submitted to Hostel Manager for approval and should be employed only on the approval by them.
- e. All the required quantity of materials and labourers for Job Contract Services and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed by him.
- f. It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule append to this and at no stage this should be interpreted as a LABOUR CONTRACT.

- g. The works attended to as per job specification and scope of work, vis-à-vis scheduled work and its satisfactory completion has to be certified by the nominated Mess Supervisor, and Chairman, Mess Committee, before release of payment.
- h. The normal working hours of all the mess will be from 6.00 a.m. to 10.00 p.m. However, the Institute calls for special services beyond these hours on special occasions, without any additional payments.
- i. The workers employed by the contractor shall not act in any way detrimental the interest of the Institute and they shall not be employees of the Institute and shall not have any claim whatsoever on the Institute
- j. The Contractor shall be solely responsible either for any injury, damage, accident to the workman employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- k. The workers employed by the Contractor shall wear uniform and name badge, which is provided by the Contractor and the agency, shall be responsible for the discipline of his workers. The workers are not the employees of the Institute, shall not have any claim whatsoever on the Institute, and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and fire fighting of the Institute. Workers shall not form union or carry out trade union activities in the campus. They shall not participate in any strike or protest in any form.
- l. The contractor shall provide ID Cards to the staff. It will be verified and certified by RGIPT Security Officers
- m. The contract workers can take rest in the dormitory provided in the Mess during break timings.
- n. All Contract workers are required to do their duty maintaining hygienic, cleaning and safety.
- o. No accommodation will be provided in the campus for the workers and the Contractor shall make their own arrangements.

**PART-II**  
**Definition of Terms**

**Definition of terms:**

In this Contract (as hereinafter defined) the following words and expressions shall have meanings hereby assigned to them, except where the context requires otherwise:

1. The **“Bid/Tender”** shall mean the proposal/offer along with supporting documents, submitted by the Bidder for the consideration of institute.
2. The **“Bid/Tender Document”** shall mean the documents issued by the Institute to prospective Bidders, containing various terms and conditions, Scope of Work, any requirements, etc., or generally laid out in various sections spelling out the basis, procedure, modes, methods and formats for the Bidders to prepare their Bids for the submission. The Bid document shall include the invitation to the Bid, instructions, proposal forms and all addendum/corrigenda/amendment issued by the Institute.
3. The **“Contract”** shall mean the agreement between the Institute and the contractor, duly signed by the parties to the Agreement, through their authorized representatives, for the execution of the work included in the Bid document, Letter of Acceptance of the Bid, agreed variation to the Bid document if any, the Schedule of Rates and other relevant documents submitted by the contractor and as accepted by the Institute.
4. The **“Contractor”** shall mean person or persons, the firm or company whose Bid has been accepted by the Institute and includes the Contractor’s legal representatives, his successors and permitted assignees.
5. The **“Hostel”** shall mean the Residence area of students and the **“Chief Warden”** shall mean the persons nominated by the Institute from time to time and shall include those who are expressly authorized by him/her to act on his/her behalf, for operation of this contract and supervision of work. The Chief Warden / Warden or such representative shall have power to impose appropriate penalty in case there are violations of the provisions of the contract.
6. The **“Institute”** shall mean ‘Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Rae Bareli’ with its premises located at Ratapur Chowk, Rae Bareli 229316 and shall include its authorized representatives, successors and assignees.
7. The **“Letter of Empanelment”** shall mean an official intimation from the Institute to empanelled agencies.
8. The **“Mess Committee”** shall mean a committee of elected residence and hostel administration, formally constituted by the Director and approved by the Institute, which will be authorized to regulate the activities related to the mess of Hostel on a day to day basis.
9. The **“Work”** shall mean and include all works to be executed, all items and things to be provided/ done and services and activities to be performed by the contractor in accordance with the contract.

### Part-III

#### 1. SUBMISSION OF TENDER:

- (a) This Tender Document contains 33 Pages.
- (b) Read the tender documents carefully before filling.
- (c) Sign each page with seal.
- (d) The tender should be submitted under "Two Cover System". The first cover is termed as part 'A' with Tender documents, profile of the tenderer, Rs. 2.00 Lakh (Rs. Two Lakhs Only) with superscription on the cover as "TENDER FOR JOB CONTRACT SERVICES AT STUDENTS' MESS, RGIPT, RAE BARELI" PART 'A'. The second cover is termed as Part 'B', sealed with "COMMERCIAL BID FOR JOB CONTRACT SERVICES AT STUDENTS' MESS, RGIPT, RAE BARELI" PART 'B'. Both covers should be placed in a bigger cover with superscription "TENDER FOR JOB CONTRACT SERVICES AT STUDENTS' MESS, RGIPT, RAE BARELI" addressed to The Registrar, Rajiv Gandhi Institute of Petroleum Technology, Ratapur Chowk, Rae Bareli-229316, Uttar Pradesh and submitted before the last date.
- (e) The offer should be valid for a period of at least 60 days from the date of the tender opening.
- (f) All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
- (g) **Pre-bid meeting:** A pre-bid meeting would be held on 26-10-2015. The tenderers who require any clarifications of the tender documents are invited for the meeting.
- (h) **Place and Address for submission of Bids:** The completed tenders should reach the The Registrar, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Ratapur Chowk, Rae Bareli- 229316, Uttar Pradesh, India on or before 10-11-2015 by 3.00 p.m.
- (i) **Opening of Technical Bids:** The Tenders will be opened at 3.30 PM on 10-11-2015 at the RGIPT Academic Office, Ratapur Chowk, Rae Bareli-229316, U.P. Representatives of the tenderers are welcome.
- (j) On the above date, only Part-A, i.e., the Profile of the tenderer will be opened. Tenders will be short-listed based on the information provided in Part-A. Part-B submitted by the short listed tenderers will be opened later under intimation to such tenderers.
- (k) RGIPT reserves right to withdraw tender after floating it or cancel the entire tendering process without assigning any reason whatsoever at any stage. Also, institute reserves the right to select or reject any bid without assigning any reason thereof.
- (l) RGIPT reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli, shall be final and binding on tenderers.

- (m) Where counter terms and conditions, printed or cyclostyled conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
- (n) If the Contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
- (o) The Institute reserves the right to terminate the contract on 2 months' notice, if the performance is not satisfactory. The Contractor can also terminate the contract by giving 3 months notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
- (p) All the documentation in the tender should be in English.

**(q) Expenses to be borne by bidder**

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. RGIPT Rae Bareli in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

**(r) Prices, Taxes , Duties**

The bidder should quote firm prices/ rates taking into account of all taxes. Duties, Levies, personal tax, corporate tax and all other expenditure required to be incurred by him/ her for providing required services etc. during the contract period as indicated under this contract and after wards no variation on any account unless otherwise specifically mentioned will be allowed.

**(s) Bid Validity**

Bid submitted by bidder shall remain valid for a period of 6 (six) Months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED" and EMD shall be forfeited without any reference to the bidder.

**(t) SEQUENCING OF TENDER DOCUMENTS (TECHNICAL BID)**

Tender documents shall be prepared in below mentioned order and submitted in the form of a spiraled book. Documents Must be arranged in following orders:

S. No.	Details of Documents of Technical Bid	Form No.	Enclosed or Not Enclosed
1	Earnest Money Deposit (EMD). No Numbering Required	Rs. 2.00 Lakh	
2	Affidavit on letter head or Judicial Stamp Paper for the Acceptance of Tender Terms & conditions	Form-I	
3	Certificate for Ethical Practice	Form- II	

4	Technical Bid	Form- III	
5	Signed & stamped copy of tender (Total----- pages)		
6	Work experience certificates (Attach copies of POs in chronological order. Latest should be on top. POs should not be older than 3 years)		
7	Contact details of previously served establishments	Form-IV	
8	Incorporation certificate of your firm		
9	Annual Turnover of last 3 financial years	Attach copies of Audit Report and IT Return for the year 2014-15, 2013-14 & 2012-13	
10	Fresh Bank Solvency Certificate in format given	Form-V	
11	Copy of PAN		
12	Copy of Service Tax Registration		
13	Copy of EPF registration		
14	Copy of ESI registration		
15	Copy of Shop & Establishment Registration		
16	Copy of VAT/ TIN/ CESS Registration		
17	Power of attorney attached in favour of person signed the documents		
18	Registration of existing catering business under FSSAI		

**(u) Financial Bid- Form- VI and Form- VII shall be kept in separate sealed envelope superscribing 'Financial Bid for Mess Service'**

**(v) Evaluation of Bids and Award of Work**

- (i) All received quotations shall be initially evaluated on technical parameters, being described in Clause-4 of Part-I of Tender Document
- (ii) It is mandatory for all bidders to fulfill all specified criteria. Therefore, bidders are required to read the tender document carefully and submit quotations along with all necessary documents to avoid any chance of rejection.

(iii) Process of evaluation:

Steps of evaluation	Criteria	Impact of unavailability of requisite document
1 <sup>st</sup>	EMD Amount of Rs. 2.00 Lakh	Tender shall be summarily rejected & no further evaluation of Tender shall be done
2 <sup>nd</sup>	Signing & stamping of all pages of Tender Document	As above
3 <sup>rd</sup>	3 years experience in the profession	As above
4 <sup>th</sup>	Annual Turnover criteria	As above
5 <sup>th</sup>	Registration with Income Tax department for PAN	As above
6 <sup>th</sup>	Registration with Service Tax Dept.	As above
7 <sup>th</sup>	Registration under EPF Act & ESI Act	As above

- **Step-1:** Earnest Money Deposit (EMD) of Rs. 2.00 Lakh is must for all bidders. If any tender received without EMD will be rejected summarily and no further evaluation of quotation shall be done
- **Step-2:** It will be mandatory for all bidders to sign with date (by authorized person) and stamp all pages of tender document. In absence of signature and stamp of bidder, quotation shall be rejected out rightly and no further evaluation of quotation shall be done
- **Step-3:** As operation of mess is a specialized work, hence, bidders must have 3 years experience especially in the field of operating students' mess or officers' mess at any reputed government or private organization. Bidder(s) will be required to submit copies Work Orders in their claims. If it is not complied, quotation shall be rejected at this stage and no further evaluation will be done.
- **Step-4:** Registration with IT Department for PAN, Annul Income Tax Return Filing, Service Tax Registration and Registration under EPF Act and ESI Act will be checked to only those bidders, who fulfills above three criteria (EMD submission, Signing & stamping of tender document and Experience certificate submission).
- After the technical round, Financial Bids of technically qualified bidders shall be opened in the presence of eligible parties. Date of opening of Technical Bids shall be communicated in due course of time.
- Please note that bids without the information and documents mentioned above and not provided in chronological order will be rejected without further consideration.

#### w. Award of Job

- (a) Merely quoting low price doesn't make a bidder, L-1/ successful bidder. Quoted Price MUST be justified and commensurate with existing market rate.
- (b) If it found that rate quoted by L-1 party is not justified, Tender Evaluation Committee (TEC) reserves right to reject the offer of L-1 party and consider the genuine rate of L-2 party.

**PART - IV**  
**BRAND OF ITEMS**

The contractor shall procure wholesome food articles of good quality in consultation with and to the satisfaction of the Mess Committee. Brands of some of the items are specified below:

<b>S. No.</b>	<b>Items</b>	<b>Brands</b>
1	Mustard Oil	Dhara, Fortune, Nature fresh
2	Refined Oil (Sunflower)	Fortune, Nutrela
3	Tea leaves/ Chaipatti	Tata gold, Brook bond, Lipton
4	Coffee Powder	Nescafe, Bru, Tata Cafe
5	Pickles (Mango/ Mix)	Mother, Priya,
6	Instant Noodles	Maggi, Yippee, Surya
7	Wheat flour	Shakti Bhog, Aashirvad, Annapurna
8	Papad	Lijjat
9	Bread	Modern, Kalorie, Britannia, Gomti
10	Jam	Kissan, Maggie
11	Butter, Cheese	Amul, Britannia, Mother Dairy
12	Tomato Sauce/ Ketchup	Kissan, Maggi
13	Milk for drink and curd	Amul, Parag (Full cream)
14	Spices	Ashok, M.D.H., Everest
15	Biscuit	Marie gold, Good Day
16	Salt	Tata, Annapurna
17	Cornflakes	Kellog's
18	Ghee	Amul, Everyday, Anik
19	Ice Cream	Amul, Kwality
20	Frozen Peas	Safal (off season), Mother Dairy
21	Liquid soap	Dettol or Lifebuoy
22	Phenyl	Domex or Lizol
23	Rice for Meal/ Pulao/ Biryani	High quality
24	Bombay Rawa/ Suji	High quality
25	Pulses (Red gram/Bengal gram/ etc.	High quality
26	Paper Napkin	Standard quality
27	Towel	Standard quality
28	Room Freshener, etc.	Standard quality
29	Chilli sauce/ Soya Sauce	Standard quality

**1. Note:**

- (a) These items are just indicative for the usage of only branded items for cooking food and other items. It will be the responsibilities of contractor to ensure the purchase of superior quality items, in the case of rice, pulses, vegetables, etc. also along with other branded items. If it found that, contractor is deviating from the specified brand or standard, he shall be punished strongly and Mess Committee may also decide for the termination of contract after repetitive deliberate negligence/mistake.
- (b) Jam should be real fruit jam
- (c) Ketchup contains 100% tomatoes
- (d) The caterer may use any other FPO approved brands also, if permitted by the Mess Committee in writing.
- (e) The mess committee shall have the right to change any brand provided the cost does not exceed the specified brand.



**FORM- I**  
**TENDER/CONDITIONS ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:-----

To  
The Registrar  
Rajiv Gandhi Institute of Petroleum Technology  
Ratapur Chowk,  
Rae Bareli-229001, U. P.

**Subject:** Acceptance of Terms & Conditions of Tender.

**Tender Reference No :** RGIPT/RBL/Mess/02/2015

**Tender Name:** Running of RGIPT Students' Mess for around 300 students

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the RGIPT website- **www.rgipt.ac.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 RGIPT, Rae Bareli 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 messes and its surroundings hygienic, neat & clean.

Place :-----

Date :-----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**FORM- III  
FORMAT FOR TECHNICAL BID**

**(Tender Reference No.: RGIPT/Mess/02/2015)**

(Technical Bid should be kept in separate sealed cover without stating any price or schedule of rates)

To be filled in ink by **BLUE BALL PEN.**

**From:**

.....  
.....  
.....

The Registrar,  
Rajiv Gandhi Institute of Petroleum Technology  
Ratapur Chowk  
Rae Bareli - 229316 (UP)

**Details E.M.D. (Rs. 2.00 Lakhs)**

**Draft No.....Issuing Bank.....Date .....**

<b>S. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Agency/ Firm</b>
1.	Name of the Entity/ Firm/ Consortium/ & Contact Person	
2.	Regd. Office/ Business Address/ Contact of the Entity	
3.	Date of incorporation of the Entity. State whether it is Partnership/ or Proprietorship or others (Specified)	
4.	PAN and TIN Nos. of the Entity	
5.	Service Tax Registration No. (Attach Copy of Registration Certificate)	
6.	Whether the Entity has minimum 3 years of experience in providing catering services to reputed organizations/ institutions (Attach copies of work Orders and relevant certificates of works executed)	
7.	Whether the Entity is registered with Sales Tax Department? (Attach copy of Registration)	

8.	Whether the Entity is registered with ESIC? Please state the Registration No. (Attach copy of Registration)	
9.	Whether the Entity registered with EPF? Please state the Registration No. (Attach copy of Registration)	
10.	Whether the Entity has achieved annual sales turnover of Rs. 100.00 Lakhs in last three financial years (Attach copy of Income tax returns for last 3 years and other supporting document)	YES/ NO Turnover in Rs. (as per Income Tax Return): 2014 - 15: ----- 2013 -14: ----- 2012 - 13: -----
11.	Whether the Entity is an Income Tax Assesse and have filed its income tax returns for the last three assessment years (Attach copy of IT Returns)	
12.	Number of Manpower working with the Entity	
13.	Whether the Caterer agrees to properly handle the various gadgets and utensils, crockery etc. provided by the institute?	

#### DECLARATION

1. I/we agree that the decision of RGIPT, Rae Bareli in selection of Bidders will be final and binding to me/us.
2. I/we agree that we have no objection if inquiries are made about our works and experience, its related areas and any other inquiry regarding all contracts listed by us in the bid.
3. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGIPT, Rae Bareli.
4. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

**Place/Date:**

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

**FORM- IV**  
**FORMAT FOR SOLVENCY CERTIFICATE**  
**(On Bank's Letter Head)**

Ref. No:.....

Date: .....

**To Whomsoever It May Concerned**

This is to certify that to the best of our knowledge and information, M/s -----

-----

---

(Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of Rs. ----- (Rupees -----) as disclosed by the information and records which are available with us.

M/s ----- have been our customer since ----- to date and has been granted the following limits, at present, against various facilities granted by the Bank: .....

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in RGIPT Tender No- RGIPT/RBL/Mess/02/2015.

Signature of Authorized Person

Name: -----

Date: -----

Seal:

**FORM- V**

Contact details of establishment where caterer has done the work in the past or present:

<b>S. No.</b>	<b>Name of the Organization</b>	<b>Contract value per year</b>	<b>Name of the Officer-in-Charge &amp; his Mobile/ Phone No.</b>	<b>Period of contract</b>	<b>Total contract period (in months)</b>
1					
2					
3					
4					
5					

**Date: -----**

**(Signature and Stamp of the contractor)**

**FORM- VI**

**FINANCIAL BID For meals**

**(Form-VI & VII should be kept in a separate sealed cover- To be filled in BLUE INK)**

The rates should be quoted inclusive of all taxes. Quote showing taxes separately will not be considered.

Name of Firm/Agency: .....

S. No.	Description	300 students	
		Amount (Rs.)	
		In figures	In words
1	Rate per day-per student for <b>breakfast</b> *		
2	Rate per day-per student for <b>Lunch</b> *		
3	Rate per day-per student for <b>Snacks</b> *		
4	Rate per day-per student for <b>Dinner</b> *		
5	<b>Total cost (Per day per student) *</b>		

\* These prices include all kind of material cost, manpower cost and profit margin of contractor.

**Note:** Mess catering service is exempted from Service Tax, Vide Circular No: 172/7/2013-ST dated 19<sup>th</sup> September, 2013 issued by Ministry of Finance, Government of India.

**(Signature and Stamp of the contractor)**

**FORM- VII**

**FINANCIAL BID for Extra Menu**  
**(Form-VI & VII should be kept in a separate sealed cover- To be filled in BLUE INK)**  
On direct payment basis to caterers by students

Name of the caterer: .....

S. No.	Description	On minimum of 20 students request	
		Amount (Rs.)	
		In figures	In words
1	Omlette/Egg Bhujia – 2 Eggs		
2	Boiled Egg – 2 Eggs		
3	Egg Curry – 2 Eggs		
4	Chilli Chicken 250 gm		
5	Chicken Curry 250 gm with curry		
6	Mutton Curry 250 gm with curry		
7	Fish Curry 250 gm with curry		
8	250 ml Milk (Full cream) + Horlicks / Bournvita/ Complian/ Corn flakes/ Chocos		
9	250 ml Milk (Full cream)		

**(Signature and Stamp of the contractor)**



**Sample Mess Menu (Only representative menu)**

**Annexure-II**

<b>Days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Snacks</b>	<b>Dinner</b>
Monday	Idli, Vada with Sambhar and coconut chutney + Tea/Coffee (100 ml)	Rice, Chapati, Red gram dal, Seasonal vegetables-2, Papad, Green salad, Curd	Bread Pakoda-2 + Tea/Coffee (200 ml) + Green Chutney/ Tomato Sauce	Rice, Poori, Chana dal, Seasonal vegetable-1, Papad, Green salad, Gulab jamun-1(50 gm) <b>Extra:</b> Egg Masala Curry
Tuesday	Poori & Sabji, Jalebi-2 (big size) + Tea/Coffee (100 ml)	Veg Biriyani/ Veg Manchurian, Raita, Papad-1, Green salad, Lassi	Samosa-2 + Tea/Coffee (200 ml) + Green Chutney/ Tomato Sauce	Butter Nan, Paneer butter masala, Rice, Seasonal vegetable-1, Green salad, Carrot/Moong Halwa
Wednesday	Upma/Poha + Tea/Coffee (100 ml)	Rice, Chapati, Moong/Golden Gram, Shahi Paneer, Papad, Green salad, Raita <b>Extra:</b> Fish Curry	Veg Cutlet (75 gm)-2 + Tea/Coffee (200 ml) + Green Chutney/ Tomato Sauce	Jeera Rice, Chapati, Dal Makhani, Papad-1, Green salad, Ice cream (Amul- Butter scotch-100 ml)
Thursday	Plain/Masala Dosa with Sambhar and coconut chutney + Tea/Coffee (100 ml)	Rice, Chapati, Rajma, Seasonal vegetables-2, Curd, Papad, Green salad, Fresh fruits	Veg sandwich-2 + Tea/Coffee (200 ml) + Tomato Sauce	Rice, Chapati, Sambhar, Seasonal vegetables-1, Papad, Sohanpapdi (Haldiram) <b>Extra:</b> Egg Curry
Friday	Chole, Bhature + Tea/Coffee (100 ml)	Rice, Kadhi-Pakaudi, Seasonal vegetables-1, Papad, Green salad, Raita	Onion/Palak Pakoda (75 gm) + Tea/Coffee (200 ml) + Green Chutney/ Tomato Sauce	Fried Rice, Plain Paratha, Seasonal vegetables-2, Papad, Green salad, Sweets <b>Extra:</b> Chicken Curry
Saturday	Aaloo Paratha (200 gm), Pickles and Curd (50 gm) + Tea/Coffee (100 ml)	Khichdi, Papad-1, Pickles, Curd, Green salad	Aaloo Tikki-2 + Tea/Coffee (200 ml) + Green Chutney/ Tomato Sauce	Tandoori Roti, Kadhae Paneer, Mix vegetable, Papad, Green salad, Ras Malai <b>Extra:</b> Mutton Curry
Sunday	Veg Choumin/ Maggi + Tea/Coffee (100 ml)	Pulao, Tandoori Roti, Dal-Tadka (Chana), Palak/Matar Paneer, Papad, Green salad, Lassi	Khasta Kachaudi Chat + Tea/Coffee (200 ml) + Green Chutney/ Tomato Sauce	Rice, Chapati, Veg Kofta, Aaloo Jeera, Daal Fry, Papad, Green salad, Rasgulla

**ADD ON ITEMS**

**Breakfast:** Boiled Egg (2pc) / Omlette (Single Egg + 2 bread slice or double egg omlette)/ 250 Milk (Full cream) + Horlicks / Bournvita/ Complian/ Corn flakes/ Chocos

**Lunch/Dinner:** Egg Masala Curry, Fish Curry, Mutton Curry, Chicken Curry, Egg Curry

**II. IMPORTANT NOTE:**

- (a) Bread with Butter & Jam shall be available on all day at the time of breakfast along with regular menu
- (b) Salt, Pepper, Green chilies, & Paper napkins shall be available on all days at the time of Lunch & Dinner along with above mentioned items
- (c) Quantity of breakfast, lunch and dinner shall be unlimited
- (d) Add on items: List of Add on items for Breakfast, Lunch, and Dinner is provided above will be included in Menu, as decided by the Mess Committee. Mess committee shall choose any 3 items (maximum) per meal. They shall be individually priced and charged from the students on coupon basis.

**III. MEAL FOR SICK STUDENTS:**

- Kichdi, Dalia, Curd, Milk, Fruits or as advised by Doctor. It shall be order in advance (except emergency cases).

**IV. FESTIVE SPECIAL MEALS**

Festive meals shall be served on the following occasions:

- |                    |                     |               |
|--------------------|---------------------|---------------|
| 1. New Year        | 5. Holi             | 9. Durgapuja  |
| 2. Makar Sankranti | 6. Navratri         | 10. Diwali    |
| 3. Republic Day    | 7. Janmasthanmi     | 11. Christmas |
| 4. Vasant Panchami | 8. Ganesh Chaturthi |               |

\* Schedule of festive meal shall be finalized by Mess committee

**V. MONTH SPECIAL**

Special meals shall be served once in a month on the day as decided by Mess Committee. Special meal would be:

- 1. Rajasthani
- 2. Rajasthani
- 3. Gujarati
- 4. South Indian
- 5. Punjabi
- 6. Bengali
- 7. UP special/ Maharashtraian
- 8. Chinese
- 9. Continental