

Tender Notice

No. AEI/SVR/PC/TENDER/2021-22/09

Name of Work:

TENDER ON CATERING SERVICES CONTRACT FOR ALL HOSTELS OF AEI SIVASAGAR, ASSAM

Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar, Assam, Pin: 785697



Rajiv Gandhi Institute of Petroleum Technology

An Institute of National Importance established under an Act of Parliament
Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: www.rgipt.ac.in

**TENDER ON CATERING SERVICES CONTRACT FOR
ALL HOSTELS OF AEI SIVASAGAR, ASSAM**

Sl. No.	Particulars	Details
1	Tender Mode	E-Tender
2	Tender Type	Two-Part Bid System: Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
3	Mode of submission	Online Mode
4	Name of the job	Tender for providing necessary Catering Services contract for all hostels of RGIPT Sivasagar, Assam
5	Place of supply, operation	Assam Energy Institute, Sivasagar (Centre of RGIPT, Jais, Amethi) Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar Assam, Pin: 785697
6	E-Tender Date	06 th January 2022
7	Date and time of Pre-Bid meeting	12 th January 2022 at 02.00 pm
8	Last Date and time for submission of E-Tender	28 th January 2022 at 03.00 pm
9	Date and time for opening of Technical Bids	28 th January 2022 at 04.00 pm
10	Date and time for opening of Price Bids	Date will be informed later in institute website www.rgipt.ac.in and https://rgipt.euniwizarde.com/ for the technically qualified bidders
11	Bid Address to	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
12	E-Tender processing Fee (ITI Limited)	Rs. 3000/- + (Applicable GST @18%) through e-payment Gateway available on https://rgipt.euniwizarde.com

Sl. No.	Particulars	Details
13	Earnest Money Deposit (EMD)	Rs. 2,80,800.00 (Rs. Two Lakhs Eighty Thousand Eight Hundred Only) through online mode only.
14	Performance Security	3% of the contract value
15	Tentative date for commencement of contract	01 st February 2022
16	Technical Clarification	<ol style="list-style-type: none"> 1. Mr. Chinmoy Jit Sarma 8638292565 2. Ms. Sukanya Hazarika 8638519645 3. Mr. Sekhar Gogoi 8761010275 4. Dr. Arun Kumar 9779367250 5. Dr. Sabyasachi Pramanik 7896677286

INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology invites sealed tenders, as per Two Bid System, from reputed catering firms for providing catering, housekeeping and caretaking services at the all hostels of Assam Energy Institute (AEI), Sivasagar, Assam as per following mess menu:

Day	Breakfast	Lunch	Dinner
Monday	Puri, Sabji, Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Masoor Dal, Seasonal Veg sabji, Salad, Pickle	Rice, Roti, Lobia Dal, Aloo-Soya chunks sabji, Fish Curry Salad, Pickle
Tuesday	Bread, Butter, Jam Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Rajma Dal, Seasonal Mix veg sabji, Salad, Pickle	Rice, Roti, Moong Dal, Banana Kofta curry, Salad, Pickle
Wednesday	Roti , Sabji Coffee Boiled egg-1/Banana-02	Rice, Roti, Mix Dal fry, Seasonal veg sabji, Salad, Pickle	Rice, Roti, Moong-Masoor Dal fry, Aloo-Jerra fry, Chicken Curry, Salad, Pickle
Thursday	Veg Chowmin, Sauce Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Moong Dal, Aloo- Soya chunks sabji, Salad, Pickle	Veg pulao, Roti, Mix dal fry, Kabuli Chana masala Salad, Pickle
Friday	Roti, Sabji Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Kali Masoor Dal, Seasonal Mix veg sabji, Salad, Pickle <i>Or</i> <i>Khichdi (Moong-Masoor dal+vegetables), Aloo jeera fry, Papad, Salad, Pickle (Only for Winter seasons)</i>	Rice, Roti, Arhar Dal Tadka, Seasonal veg sabji Chicken Curry Salad, Pickle
Saturday	Chole Batura, Pickle Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Lobia Dal, Paneer-veg sabji, Salad, Pickle	Rice, Roti, Rajma Dal, Egg Curry (01 pc) Salad, Pickle
Sunday	Allu Paratha, Green Chatni, Sauce Coffee Boiled egg-1/Banana-02	Rice, Roti, Moong-Masoor Dal, Chicken Curry Salad, Pickle	Jerra Rice, Roti, Kali masoor dal, Seasonal Mix veg sabji, Salad, Pickle

All offers should be made in English and should be written in both figures and words.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, RGIPT, reserves the right to select the item (in single or multiple units) or to reject any bid wholly or partly without assigning any reason thereof. Incomplete tenders, amendments, and additions to tender after opening or late tenders are liable to be ignored and rejected

Tenders can be downloaded from www.rgipt.ac.in and <https://rgipt.euniwizarde.com/>

E Tendering Helpdesk Number: 011-49606060/8448288988/9650970101/8210817180

E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com,
ewizardhelpdesk89@gmail.com

INSTRUCTIONS FOR BIDDERS

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e- tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizarde.com>.

REGISTRATION

1. Bidders are required enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs.2360/- Per vendor/per year.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizarde.com>**

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective ‘requested’ Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the

documents required to be submitted as part of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is “011- 49606060/8448288988/ 9650970101” and E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com**

ELIGIBILITY CRITERIA OF THE BIDDERS

- a. The bidder should be either a registered Contractor, Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
- b. Must have Contract Labour License and should have a valid license from competent authorities under Food Safety and Standards Act 2006.
- c. The tenderer should have the Trade license with Registration no., ESI Registration no., EPF Registration no., GST Registration no., and other certificates etc. (Proof to be submitted) and have its own Bank Account.
- d. Bidder should have at least 3 years' experience in providing catering services in Reputed Central and/or State Government Universities and Institutes or other reputed national level institute in India. – List of Clients & Purchase Orders to be submitted in this regard.
- e. Caterer must have successfully carried out the catering services (preferably in Central/State Government/Central Autonomous educational institute /Educational Universities) for 01 (One) similar completed work of more than 200 persons or 2 (two) similar completed works of more than 100 persons each. The “Organization” means any Government Organizations / autonomous bodies and institutes like IITs, NITs, Central Universities and Private reputed Educational Universities.
- f. The Caterer must submit Customer Satisfactory Performance Report (CSPR) from same organizations for which experience certificate is being submitted for the Financial Year in which they have provided the qualifying Catering Services. Such CSPR must be signed by the authorized signatory of the eligible organization concerned along with work order.
- g. The contractor should have executed at least 01 contract for providing catering services during last 03 years.
- h. The Service Provider MUST has earned profit during the last 02 years.
- i. The bidder must have average annual turnover of Rs. 8.00 Lakhs in last 03 financial years. The bidder has to submit turn over certificate of release 03 years certified by registered chartered accountant.
- j. The Caterer must submit an undertaking that the Catering Agency has not been blacklisted in any organization and no case is pending with the police or in court of law against their name. The bidder must provide non blacklisting certificate in Rs. 100.00 Stamp paper.
- k. All terms & conditions of tender are acceptable to the bidder. In this regard, a **Tender Conditions Acceptance Certificate** have to submit by the bidder.

TERMS & CONDITIONS

1. Tender filling up and submission

- a. Tender offer must refer to the letter/Notice inviting the Tender.
- b. The bid should mention “Tender for providing necessary Catering Services contract for all hostels of RGIPT Sivasagar, Assam” to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.
- c. Bids must be submitted only against above mentioned tender.
- d. The prices can be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
- e. The rates quoted should include freight charges up to all the hostels of Assam Energy Institute, Sivasagar clearly mentioning the percentage/rate of GST and the rates quoted should be valid for at least 180 days from the date of opening of the quotation. The rates must be quoted both in figures and words and overwriting should be avoided. However, all cuttings/corrections must be duly authenticated.
- f. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- g. The tender document is not transferable.
- h. No amendment to the bid in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
- i. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
- j. Canvassing in any form is forbidden and will be a criterion for disqualification.
- k. All interested eligible tenderers/bidders are invited to submit their best competitive bids as per the criteria given in this tender document. Kindly submit your bids in two parts as under:
 - a) Technical bid (Part-1) consisting of all technical details along with commercial terms and conditions and
 - b) Price bid (Part-2) indicating item-wise price for the items mentioned in the technical bid.

The bidder should also submit an undertaking to abide by all the terms and conditions laid down in the tender document along with the technical bid.

2. **Tender Cost**

- a. The bidder should pay the tender processing fee online.
- b. In addition, for MSME firms, the tenderers who are currently registered and, also, will continue to remain registered during the tender validity period body specified by Ministry of Micro, Small & Medium Industry under MSME are exempted from payment of earnest money & Tender fees. In case the tenderer falls in these categories, it should furnish details.

3. **EMD (Earnest Money Deposit):** The EMD should be paid online.

- a. The EMD of the unsuccessful bidders will be returned after final award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
- b. The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.
- c. The EMD of successful bidder will be returned after the submission of Performance Security.
- d. The firms registered with DGS&D, MSME & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. **(Latest Copy must be submitted for claiming exemption).**

4. **Performance Security:**

The successful bidder will provide interest free “Performance Security” for an amount of 3% of the contract value in the form of valid Account payee Demand Draft/ FDR from a scheduled bank favouring **“Rajiv Gandhi Institute of Petroleum Technology” payable at Bank of Baroda, RGIPT Jais Campus Branch.** Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier **(Total Period of FDR/Demand Draft – Warranty Period plus 180 days)**. Thereafter the security will be returned, provided there is no defect in the equipment supplied.

5. **Evaluation Criteria:**

The order will be awarded to the vendor, who fulfils all the technical specifications, terms & conditions mentioned in the tender document for Technical Bid and whose rate is L1 in grand total for a particular laboratory in Price Bid. A vendor has to bid for the items in Annexure A. Evaluation of Lowest bid will be calculated on the total price of all items tendered for basic equipment along

with accessories, packing & forwarding, transportation, installation & commissioning, GST and other charges etc. as mentioned in the tender (Bidder must submit the technical bid & price bid separately). The price bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.

6. **Bid Validity:**

The bid must be valid for at least 180 days from the date of opening of Technical Bid.

7. **Resolution of Disputes:**

The dispute resolution mechanism to be applied pursuant shall be as follows:

- a. In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
- b. In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

8. **Printed Conditions of the Company – Not Acceptable to the Institute:**

RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. RGIPT shall accept only unconditional tender.

9. **Technical Deviations – Sole discretion of RGIPT for consideration:**

If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. However, it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer. No correspondences of the Tenderer will be entertained in this matter.

10. **Price Validity:**

The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the

supply period, no price increase will be considered, except for change in statutory levies imposed by Central Govt. / state Govt. or Local authorities.

11. Bid Acceptance and Rejection:

- a. RGIPT reserves the right to reject the bid without assigning any reason whatsoever.
- b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.

12. Late Receipt of Bids:

No bids will be accepted or considered after the due date and time.

13. Withdrawal of Tender:

The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

14. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.
15. Each bidder should have at least 3 years performance of providing catering services mentioned in this tender in various Reputed Central and/or State Government Universities and Institutes or other reputed national level institute in India. PO copy should be attached.

Terms and Conditions of the Contract

General Conditions of the Contract:

1. ~~At present,~~ there is strength of approx. 300-325 students in this institute in 07 hostels, located at various places of Sivasagar within a radius of 7-8 km from the institute and ~~this number may be increased or decreased as per the Institute convenient.~~ The Institute intends to engage a reputed catering firm to professionally managed students' mess and provide quality, tasty and hygienic foods comparable to a reputed restaurant.
2. The above-mentioned student numbers are tentative and prior information with respect to the number of students availing mess facility will be intimated if there are any changes.
3. The caterer must submit an undertaking to run the mess at the same agreed cost of regular mess as per the menu with compromising quality, quantity, taste even when the hostels are not running at maximum capacity, for instances, vacation, and semester break.
4. Mess off for a minimum of 02 days or more at a stretch on account of whole meal will be available to the students only if the concerned student takes the approval from the Head of the Department or Warden in writing which has to be submitted to the Catering of the hostel at least 01 day in advance. In such circumstances, students will not be billed by the catering services for the day (s) of absence.
5. The contractor needs to provide mess facility in the upcoming Hostels, if any at the same rate.
6. The catering services in hostel shall be operated by the awarded firm(s) from the **01.02.2022**, failing which the EMD money will be forfeited and the next eligible vendor will be offered.
7. The Mess of RGIPT Hostels consists of kitchen and dining hall. The important terms and Conditions for running mess service in the hostels are listed below and the selected caterer/contractor shall strictly adhere to the stated terms and conditions.
8. The Contractor will work under direct supervision of Hostel Wardens and Mess Committee. Warden's reasonable instructions will be followed by the Contractor and his workers at all time.
9. The caterer shall engage and provide requisite number of well-trained cooks (at least one cook per kitchen) and adequate service personnel to run the mess and adequate personal to serve meal to the students 03 (three) times a day, viz. Breakfast, Lunch, and Dinner at every hostels. In case of Girls' hostel catering, preferably lady cooks and service personnel shall be engaged.
10. Contractor himself or his assigned responsible person would be considered as **Head Caterer** who provides ministerial assistants to the Warden(s) in day to day running of the Hostel and the person should have a good character, knowledgeable, educated and able to understand the dynamics of the boarders' day to day affairs.
11. The Caterer must display the menu/ list of food items to be served in the mess in consultation with respective Warden.
12. Mixer grinder, gas burner, cylinder, fridge, kitchen electronic items should be managed by the Caterer.
13. The garbage collected from the kitchen, dining hall, dish wash area will be disposed of every morning in closed bins. The surroundings shall be kept clean and hygienic.

Administration/Mess Committee would reserve the right to check on cleanliness and upkeep of premises and quality of provisions used, and quality of the food served in the mess.

14. 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 and regularly at his own cost. RGIPT will not pay any extra amount for the same.
15. It shall be compulsory for the Contractor to take the following hygiene and cleaning measures- Cleaning the kitchen area twice a day, Crockery to be washed with hot water using detergents before and after each meal, thorough cleaning of refrigerators, Periodic spraying of surface disinfectants (eg. Colin, Lizol etc.,) and cleaning the dining tables, benches and wash basin with detergents and water at the end of the day.
16. To collect LPG cylinder from the distributor in Sivasagar town.
17. The contractor will deploy sufficient numbers of trained, efficient and reliable uniformed workers in the students dining hall during all major meal timings.
18. In special circumstances (Lab, Seminar, Field visit etc.), the caterer will be responsible for the breakfast even in the early morning (5-6 AM) as per request of the Competent authority which will be intimated to caterer well in advance.
19. During the contract period if the RGIPT hostels are shifted to own campus or any other location, then at description of RGIPT AUTHORITY, the contractor have to provide the services at the new location

20. Cooking Service/Providing Food & Snacks:

- a. Provide **unlimited** breakfast, lunch and dinner to hostellers. Cooking Service for Hosteller will be required for providing ~~break~~ lunch & dinner.
- b. Cook must be able to prepare good and healthy Indian and ethnic Assamese dishes. Food needs to be served in a **proper and hygienic manner**.
- c. The catering services should **strictly follow the mess menu** (Annexure-B) attached with the document.
- d. Utensils, Crockeries, Cutleries, Containers, Cups, Saucers, Plates, Glass Tumblers etc. will have to be cleaned and maintained properly. After using the Utensils (plates, Glass and Cups) by the student, it is the duty of the caterer to clean the same.
- e. The caterer shall use only branded raw materials and best quality resources for preparing food (See Annexure-C). The Caterer shall submit at least three brands for each item (taken from Annexure-C) and the Hostel Management shall approve these brands if satisfied after inspection. Hostel Management reserves the right to check the raw materials used for cooking and the cooking processes for compliance with the approved norms. Mixing of branded raw materials with unbranded raw materials is strictly prohibited.
- f. Shopping for ingredients, raw materials, vegetables and other items for day to day requirement in the Hostels need to be carried out by the catering service. Food inspection (both raw and cooked food) will be / can be done on regular basis by the mess committee. If required, sample may be collected and sent for testing in reputed test laboratory as per standard set by GOI like FSSAI etc.
- g. Severity of hygiene/Quality failure shall be assessed and decided by the mess committee. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract. In this regard, a few of the Standard Penalty Terms Regarding the Quality of the Food, Cleanliness and Hygiene are enclosed in Annexure-D.

21. Any other jobs cropping up in emergency during the contractual period.
22. The Institute will not charge the cost of water usage. However, Contractor shall use the water-supply economically.
23. As a part of the "Price & Evaluation Bid", the bidder shall quote the price for- Per student per plate cost (For Breakfast, Lunch and Dinner) on daily basis which will be inclusive of GST. Bidders will be required to quote their rate in commensurate with market and that should be realistic and sustainable during the contract period.
24. Expenses of transportation of food to hostel points, recommended by Institute authority will be borne by the contractor.
25. The catering services should provide Breakfast / Lunch/Dinner etc. to those faculty/staff who require such services.
26. The contractor shall also provide various kinds of beverages, snacks and eatables in the mess canteen at such price/quotes as approved by the Mess Committee from time to time. Pest-Control: The contractor at all times will keep the kitchen/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.
27. 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 and regularly at his own cost. The Institute will not pay any extra amount for the same.
28. The caterer shall make necessary arrangements for regular and prompt collection and disposal of waste generated in the kitchen on day-to-day basis.
29. It shall be compulsory for the Mess Contractor to take the following hygiene and cleaning measures- Cleaning the kitchen area twice a day, including the store-room, soaking the vessels in hot water at the end of the day, Crockery to be washed with hot water using detergents, thorough cleaning of refrigerators, bottle-coolers and water coolers, once a week, Periodic spraying of insecticides, Cleaning the dining tables with detergent and water at the end of the day and thorough cleaning of wash basins with detergent at the end of the day.
30. 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 without any manner of abuse or excess use. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be affected from the contractor's bill and the material/item repaired or replaced at his cost.
31. Notwithstanding anything provided elsewhere 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.
32. The contractor will be responsible and bear the cost for any major or minor repairs and will arrange for regular maintenance of the equipment provided by the Institute.
33. Efficiency, promptness, quality of food, good behavior 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. Anyone found to be misbehaving and flouting discipline while on duty will have to be replaced by the Contractor within 48 hours of communication of the incidence to him.

34. The caterer shall provide appropriate uniform to all their staff engaged and deployed at RGIPT in sufficient quantity. All mess workers will wear neat and clean uniform, aprons, gloves, headgear and name badge during working hours. Catering staff will not smoke bidis, cigarettes or take alcoholic drinks on the campus or the hostels and nor they are allowed to chew pan, gutka, tobacco, items etc. The caterer must not provide, exchange or indulge any objectionable items to/with the students.
35. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Govt. of Assam and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST, Workmen's Compensation Act, Casual Labour (R & A) 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. The contractor will pay all the time, revised minimum wages to their workers. The proof of payments made to individuals & statutory liability must be submitted to RGIPT for releasing payment every month.
36. The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Mess/Canteen services in RGIPT Hostel campus.
37. 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 six months and submit fitness certificate to the officer-in-charge.
38. The contractor will require submitting of medical report and police verification of the newly deployed employees within 10 days of their joining. The contractor shall issue ID Cards to all its workers and intimate accordingly to Institute.
39. The contractor shall have to make his own arrangements for the accommodation of its mess staff.
40. Entry into RGIPT campus 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 in this behalf to be jointly signed by the caterer and the concerned personnel. The gate pass may be withdrawn without assigning any reason.
- 41. Sub-contracting of any type and/or to any extent is strictly prohibited.**
42. 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.
43. The workers employed by the contractor shall not act in any way detrimental to the interest of the Institute. They shall not be employees of the Institute and shall not have any claim whatsoever on the Institute
44. The Contractor shall be solely responsible either for any injury, damage, accident to the workers employed by them or for any loss or damage to the equipment/ property in the areas of work as a result of negligence/carelessness of its workers.
45. The workers shall have to follow the security regulations as directed by Security and firefighting regulation of the Institute. Workers shall not form union, carry out trade union activities in the campus, not participate in any strike, or protest in any form.
46. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations

- applicable to the workers including safety regulations.
47. 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, 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 The Weights and Measures Act and all rules, regulations and orders framed there under.
 48. The contractor will be solely responsible 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.
The contractor shall be responsible and liable for all the claims of his workers.
 49. 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.
 50. The contractor shall obtain adequate insurance policy in respect of his workers engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
 51. 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.
 52. 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 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 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.
 53. Mess charges will be billed on actual quantity of plate/food consumed. If students are out of station for more than 5 consecutive days, he/she is allowed a mess rebate (as applicable) at the end of the semester, provided that of Warden permits the absence from the campus. *(Mess off would also be given if a student is not keeping well and admitted to hospital or going for academic / sports / cultural activity deputed by the Institute and he submits the application through the Principal to the Hostel Warden well in advance before leaving or any other reason deemed fit by the Warden. The mess off shall be informed to the contractor two day in advance except in emergency / medical cases.)*
 54. If the contractor fails to carry out the entrusted job and related miscellaneous works within the stipulated time and as per the scope of work and specification, in such situation, RGIPT reserves right to impose penalty as decided by Mess Committee and will have the right to get the work done through other agency.

55. 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.
56. If any material, item or component intended to be used for the work is found to be unsatisfactory, in such matter the decision of the Institute or authorized representative shall be final and binding to the contractor. 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.
57. 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.
58. The contractor shall give vacant possession of the facilities/ premises made available to the contractor by RGIPT and return all furniture, fixture, equipments, utensils and other items made available by RGIPT in good condition after the contractual period is over or if the contract is earlier terminated.
59. If the contractor fails to do so, 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 if any item found missing, Institute will be free to deduct from the contractor's bill(s) or security deposit.
60. The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.
61. 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.
- 62. Either party may terminate the contract by giving two-month notice.**
63. Contractor will have to provide replacement for a worker on leave/ holiday with intimation to RGIPT.
64. The contractor shall not be entitled to claim any compensation from RGIPT for the loss suffered by him on account of delay by RGIPT 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.
65. The tentative timing of mess operation is as follows:

Breakfast:	07: 00 am – 8:30 am (Weekdays)
	07:30 am – 9:00 am (Holidays)
Lunch:	12:00 pm – 2: 00 pm (Weekdays)
	12:30 pm – 2:30 pm (Holidays)
Dinner:	08.00 pm – 10:00 pm (Weekdays & Holidays)

Mess committee reserves right to change the timing of mess as per students' requirement and comfort.
66. The Institute through Mess Committee 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 committee will inform the contractor about the changes in the timings well in advance.

67. Any member of the designated student committee or officer-in-charge or any authorized person can inspect the mess, kitchen or any process without prior notice to caterer.
68. In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken and the Mess Committee will be fully empowered to impose penalty on contractor.
69. The successful Bidder shall be required to execute a Contract Agreement with RGIPT on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) within 30 days of issuing work order. The cost of stamp paper shall be borne by successful bidder.
70. Institute reserves the right to amend the terms & conditions of contract and shall be given in writing. The amended terms and condition will form part of the agreement.
71. 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.
72. 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.
73. RGIPT expects the Students' Mess to be maintained as a high-end facility for our students' community, ensuring state-of-art hospitality and service management at the level of a Three Star standard.
74. 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, GST and other applicable taxes 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.
75. The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline and Decency at and around the work site, Safety Precautions and Safety Regulations.
76. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
77. 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, RGIPT. In such cases, the decision of the Arbitrator will be final and binding on both parties of this agreement.
78. It is agreed and declared by and between the parties hereto that 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 Sivasagar alone shall have jurisdiction to the exclusion of all other courts in any place 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 Sivasagar.

79. The Institute reserves the right to visit the sites managed by the contractor to evaluate its competency level during any stage of the tendering process. The report submitted by the inspecting committee will be considered for finalizing the successful bidder.
80. The contractor shall have to mobilize his resources to commence the work within 3 to 7 days from the date of award of contract.
81. Festive Special Meals:

*Festive Special meals (*One Meal on each Occasion*) shall be served on the following occasions:

1. New Year	6. Eid
2. Makar Sankranti/ Magh Bihu	7. Independence Day
3. Republic Day	8. Durga Puja
4. Holi	9. Diwali
5. Bohag Bihu	10. Christmas

Payment Terms /Procedures:

- a. The payment shall be made on monthly basis on satisfactory completion of assigned job. **It will be calculated on the basis of number of students availing mess service per day.**
- b. The bill should be submitted on 5th of succeeding month and payment will be made within 30 days after certification by Chairman- Mess Committee & Chairman-Council of Wardens.
- c. The daily rate quoted by the caterer shall include the following costs (both, capital and operational):
- wages for all relevant human resources,
 - all general provisions, vegetables, fruits and milk of good quality,
 - logistics – transportation, loading and unloading, and storage,
 - utilities (water etc.) usage beyond permissible limits,
 - license fee
 - Waste disposal charges and other cost heads specified by the RGIPT Administration.
- d. The mess committee in each hostel will review the service performance of the caterers through regular inspection visits and meetings scheduled on last week of every month.
- e. Based on the feedback of the students and the members of mess committee, a note on the satisfactory services provided by the contractor during that period mentioned in the bill, will be sent to Admin Officer.
- f. The applicable non-compliance charges shall be levied upon the caterer. Appropriate penalty clause will also be invoked for non-compliance of quality of service of the contract. At any point of time, if the hostel management found the appointed manpower by the caterer is insufficient to address catering needs, hostel management has right to employ temporary staff whose labor charges will be borne by the caterer.
- g. Contractor will submit the bill for a month to RGIPT Sivasagar Office, by 1st week of the following month. (The bill must be forwarded by mess committee and followed by respective Hostel Warden for processing of bill in every month).
- h. Bill will be forwarded to RGIPT, Jais accounts department for payment duly verified by Admin Officer,

- RGIPT, Sivasagar, if the services provided during the month are found to be satisfactory.
- i. An A/C payee cheque/NEFT/RTGS will be issued in the name of the Contractor from RGIPT within 30 days of receipt of the bill there. All applicable taxes will be deducted at source.
 - j. T.D.S. certificate will be issued by RGIPT, Jais accounts department in the month of July/August of the next financial year.
 - k. Rates once quoted will be valid for 01 year period and no request for increase will be entertained except the change in labour charges as per Govt. Wages. The quoted rates should include all taxes payable to the Govt. wages of the workers employed to carry out the assigned jobs as per scope of work described and any other costs envisaged to carry out the contract.
 - l. Institute does not make any advance payment. Any payment will be released against invoice only after satisfactory services to be certified by the mess committee subject statutory deductions, penalty deductions etc.
 - m. Payment will be released to the contractor on monthly basis by RGIPT for providing catering service to the students from the amount collected from the students as mess fees.

Documents required for eligibility in the tender

S. N.	Description	Uploaded/ Not uploaded
1	The EMD of INR 2,80,800.00 (Rupees Two Lakh Eighty Thousand Eight Hundred Only) is to be paid only through Online mode and proof has to be submitted. If the EMD is not paid, then the bid will be automatically rejected.	
2	Price Reasonability Certificate- Annexure-E	
	Declaration (Acceptance of Terms & Conditions)- Annexure-F	
	Declaration sheet- Annexure-G	
2	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper – In defined format - Annexure - H	
3	Copy of Firm Registration	
4	Copy of PAN Card & GST No.	
5	MOST IMPORTANT: Bidder should have at least 3 years' experience in providing catering services in Reputed Central and/or State Government Universities and Institutes or other reputed national level institute in India. – List of Clients & Purchase Orders to be submitted – Annexure - I	
6	Bidder should enclose the copies of last 3 years (FY 2018-2019, FY 2019-2020, FY 2020-21) Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant.	
7	Last three years (FY 2018-2019, FY 2019-2020, FY 2020-21) CA certified turnover certificate (Average Turnover of last three years should be Rs.8 lakhs (Rupees Eight lakhs only))	
8	Last 3-year (FY 2018-2019, FY 2019-2020, FY 2020-21) Income Tax Return (ITR)	
9	In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission	

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Price Bid Format

Tender No. AEI/SVR/PC/TENDER/2021-22/09

Name of Work: TENDER FOR SUPPLY AND INSTALLATION OF NECESSARY
HOSTEL FURNITURE CONTRACT FOR THE NEW HOSTELS OF ASSAM ENERGY
INSTITUTE, SIVASAGAR

Name and address of the Bidder:

S.N.	Description	Quantity	Rate	GST	Total Amount
1	Rate per day for providing catering services to one students of AEI Hostel, Sivasagar	01			

The rate is inclusive of

- a. Cooking of foods at **minimum three places** at prescribed time
- b. Serving meals at prescribed time and place without delay.
- c. Procurement of **quality** raw material.
- d. Providing cooking and serving utensils as per requirement (stainless steel plates, snacks plates, cutleries, bowls, glasses for milk and water, water jugs)
- e. Cleaning of utensils, kitchen and serving items;
- f. Regular cleaning of cooking, dining and auxiliary areas;
- g. Security of the equipment, utensils and other items in the mess;
- h. Maintenance and repair of the equipment in the kitchen area;
- i. Maintenance of books, ledgers, other records related to running the mess.
- j. Deployment and supervision of required man power for the above-mentioned tasks

Date

Signature of the Tenderer

Place

Stamp

Note:

1. The Company can bid only in Indian Currency in the given format

Standard Mess Menu

Day	Breakfast	Lunch	Dinner
Monday	Puri, Sabji, Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Masoor Dal, Seasonal Veg sabji, Salad, Pickle	Rice, Roti, Lobia Dal, Aloo-Soya chunks sabji, Fish Curry Salad, Pickle
Tuesday	Bread, Butter, Jam Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Rajma Dal, Seasonal Mix veg sabji, Salad, Pickle	Rice, Roti, Moong Dal, Banana Kofta curry, Salad, Pickle
Wednesday	Roti , Sabji Coffee Boiled egg-1/Banana-02	Rice, Roti, Mix Dal fry, Seasonal veg sabji, Salad, Pickle	Rice, Roti, Moong-Masoor Dal fry, Aloo-Jerra fry, Chicken Curry, Salad, Pickle
Thursday	Veg Chowmin, Sauce Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Moong Dal, Aloo- Soya chunks sabji, Salad, Pickle	Veg pulao, Roti, Mix dal fry, Kabuli Chana masala Salad, Pickle
Friday	Roti, Sabji Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Kali Masoor Dal, Seasonal Mix veg sabji, Salad, Pickle <i>Or</i> <i>Khichdi (Moong-Masoor dal+vegetables), Aloo jeera fry, Papad, Salad, Pickle (Only for Winter seasons)</i>	Rice, Roti, Arhar Dal Tadka, Seasonal veg sabji Chicken Curry Salad, Pickle
Saturday	Chole Batura, Pickle Milk Tea, Boiled egg-1/Banana-02	Rice, Roti, Lobia Dal, Paneer-veg sabji, Salad, Pickle	Rice, Roti, Rajma Dal, Egg Curry (01 pc) Salad, Pickle
Sunday	Allu Paratha, Green Chatni, Sauce Coffee Boiled egg-1/Banana-02	Rice, Roti, Moong-Masoor Dal, Chicken Curry Salad, Pickle	Jerra Rice, Roti, Kali masoor dal, Seasonal Mix veg sabji, Salad, Pickle

N.B.-

1. Quantity of Special items:

- (i) Bread - 5 slices (of dimension 10 x 10 x 1 cm) with 10 grams of butter and 10 grams of fruit jam. (ii) Chicken – 80 gm/per head (iii) Fish – 80 gm/per head

- 2.** Green salad must contain at least three different vegetables and should be given separately.
3. Potato is not to be considered as a seasonal vegetable and the amount of potatoes should not be more than 20% with respect to the vegetables.
4. Dal may be mixed with some vegetables.
5. use of food coloring and agina moto is strictly prohibited.
6. Any changes in the mess menu will be decided by the mess committee of the institute.

If any vegetables/ raw materials are not available at market for a particular reason that should be informed to the mess committee immediately

Name & Designation with office Seal

Selection Brands

Sl. No.	Mess Items	Standard Brands	Brands Selected by the Bidder (at least 03 brands)
1.	Salt	Tata, Annapurna, Aashirvaad, Saffola, Nature fresh	
2.	Spices	M.D.H. Masala, Everest, Catch, JK, Patanjali, Nillons	
3.	Oil	Sundrop, Saffola, Fortune, Oleev, Engine, Patanjali, Dhara (use of Hydrogenated (vanaspati) oil is prohibited)	
4.	Pickle	Mother's, Bedekar, Nilon's, Priya, Patanjali	
5.	Wheat Flour and Maida	Aashirvad, Pillsbury, Annapurna, Patanjali, Fortune, Amrit Foods	
6.	Butter	Amul, Mother dairy, Britannia, Patanjali	
7.	Ghee	Amul, Mother Dairy, Britannia, Gits, Annapurna	
8.	Milk	Purabi, Amul, Mother Dairy, GO Milk, Good life	
9.	Paneer	Amul, Mother Dairy, Purabi or comparable	
10.	Tea	Brooke Bond, Lipton, Tata, Taaza, Taj Mahal, Amalgamated Plantations, Korangani, Golaghat	
11.	Rice	Sona Masuri, Joha, Titabar Gold, Modhupur Aijong, KRT, Shiv, Molakolukulu, Laxmi Bhog	

Note: In the case of specific brands for any other items not mentioned in the contract (or) unavailability of the brands in the market mentioned in the above Table, the caterer can use any other approved brands only if permitted by the mess committee, in writing.

Name & Designation with office Seal

ANNEXURE-D

A Few of the Standard Penalty Terms Regarding the Quality of the Food, Cleanliness and Hygiene

Sl. No.	Basis	Penalty*
1.	Presence of unwanted items in food: <ul style="list-style-type: none"> • Harmful items (e.g. blade, glass, metal wires, nails, etc) • Other items (e.g. cockroaches, cigarettes, etc) 	Half the price of the day per head multiplied by number of subscribers
2.	Use of stale/spoilt/harmful ingredients, e.g. rotten vegetables, infected grains, coloring agents etc.	
3.	Deterioration in the quality of the food due to: <ul style="list-style-type: none"> • Partially cooked(boiled/fried) items (e.g. rice, dal, vegetables, pakoda, roti, puri, etc) • Spoiling the food by insufficient/excessive usage of ingredients like oil, salt, water, tamarind, flour etc., in dishes like curry, dal, sambar, roti/puri, etc.,) • Serving or mixing of left over from previous meal 	
4.	Use of the brands not mentioned in the Annexure-C without prior permission of the hostel mess committee (for edible items)	Rs. 5,000 to Rs. 20000
5.	Improper Waste/Garbage Disposal in Kitchen area and its surroundings.	Rs. 25,000
6.	Adulteration by any other means	25% deduction in the monthly bill
7	Proven cases of food poisoning (established by the Institute Hospital)	Termination
8	Using non-utensil washing detergent	Termination

** This list is no exhaustive. Any compromise with quality, quantity, taste and availability of the food or ingredients or raw materials will be subjected to penalty decided by Institute Mess Committee.*

Note: Any complaint against the catering service in regard to above table by any of the subscribers needs to be lodged through the warden of the respective hostel, or the person she/he authorizes, in written form with specific details and supporting evidence(s) (sample, photograph, etc.). After her/his assessment and evaluation, the warden shall forward the complaint to the Institute Mess committee. After due deliberation, the committee shall issue a show cause notice to the caterer and obtain written explanation, duly signed. The Institute Mess committee shall then forward the complaint with relevant recommendation(s) to competent authority for appropriate action.

Name & Designation with office Seal

PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Tender No.
Dated.....for the items vide our bid No.....
..... Dated..... are exclusively for supply to ACADEMIC and
RESEARCH Institutions and are not more than as charged to other Govt./PSU"s for similar supplies made in
recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the
quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT,
Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)
(ON THE LETTER HEAD OF THE COMPANY)

1. I,..... Son/Daughter of Shri
.....Proprietor/ Partner/CEO/MD/Director/Authorized
Signatory of M/s..... am competent to sign this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Date:

.....

Place:
Person

Signature of the Authorized

Full Name:

Company Seal:

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

The prices quoted in the price bids are subsidized due to academic discount given to RGIPT, Jais, Amethi.

We, further specifically certify that our organization has not been Black-Listed/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8.. Kindly provide bank details of the bidder in the following format:	
a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)
Name:
Seal of the Company

NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work/purchase orders being executed by us. **Further RGIPT, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the Institute.

Our Firm/Company/Agency is not been blacklisted or banned by any Central Government/State Government/ Central Government Department/State Government Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized INR 100/- Non-Judicial Stamp Paper.

Annexure – I

List of Central and/or State Govt. Universities/Institutes/Organization/Department

List of Central and/or State Government Universities/Institutes/Organization/Department for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the Organization	Name of Contact Person	Contact No.

(Signature of the Tenderer)

Name:

Seal of the Company