**PRICE BID FOR RUNNING STUDENT’S MESS : Dec 2018**

At CCCT Chisopani, South Sikkim – 737126.

(To be filled up and submitted by Bidder)

1. **Name of the Bidder:.…………………………..…………………………………………...**
2. **Father’s Name:….…………………………………………….……………………………..**
3. **Trade License Number:….……………………………………Date……...………………**
4. **Firm Registration Number:…………………………………..Date……………………..**
5. **Nationality:………………….. COI Holder (Yes or No) ……………..**

***(Enclose Attested Copy of Supporting Documents)***

1. **PAN Card Number:………………………………… AADHAR no: ………………………**
2. **Income Tax Clearance Certificate for the last Financial Year Enclosed: Yes / No …..**
3. **Clearance from Health Department, Govt. of Sikkim for Catering Services Enclosed: Yes / No………….**
4. **Details of Experience. (Enclose attested Supporting Document(s)):**
5. **…………………………………….………………….……………Years……Months…..**
6. **…………………………………….………………….……………Years……Months…..**
7. **…………………………………….………………….……………Years……Months…..**
8. **…………………………………….………………….……………Years……Months…..**
9. **Bid placed (In terms of per student per month for the weekly menu published in the Tender without any changes and all inclusive):**

**In figures: INR. ….…………………**

**(In words): Rupees ………………………………..………………………………….………**

1. **Permanent Address: ………………………………….………………………………………**

**………………….…..…………………………………………….…...**

**………………………………….…PIN CODE:………..................**

1. **Correspondence Address:……………………………….…………………………………..**

**………………………………………………….………..……….**

**..……………………….…PIN CODE:……….…….…………..**

1. **Contact Numbers (at least two working numbers):………………………/………………….………**

**Email ID: …………………………………………………@…………………… . …………..**

1. **EMD of INR.35,000/- enclosed vide D.D. Number………………………dated………….**

**Drawn at Bank…………………………………………………....Branch…………………..**

***(To be returned for those who is not awarded the contract and after six months of the expiry of the contract for those who will be awarded the contract.)***

1. **Tender processing Fee**(non-refundable) **of INR. 5,000/- vide DD no: ………………… dated:…………... drawn at Bank………………………….………branch:………………**

**The information furnished above is correct to the best of my knowledge.**

Signature of the Bidder

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Official Seal of Firm* Date: \_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_

Note: ***DD of Rs.5000/- (non-refundable)*** *in favor of Principal, CCCT payable at Jorethang,*

*South Sikkim (as tender processing charge) to be submitted separately along with the*

*Sealed Tender else Tender will not be accepted.*

**INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS FOR RUNNING CCCT STUDENT’S MESS AT CHISOPANI, SOUTH SIKKIM-737126: Dec 2018**

*There are 37 clauses in this document. please read all clauses carefully before filing.*

*please print this file in legal paper size and sign in each page before filing*

1. Tenders are called for running the Mess of Centre for Computers and Communication Technology **(CCCT**), Chisopani, South Sikkim **for a period of two years**.
2. The past defaulters or those whose contract has been terminated by the institute are disqualified from participating in the Tender process.
3. The minimum qualification of the bidder should be as under:
4. Minimum 5 years’ experience of running Mess/canteen in Educational Institutions/Government Departments/PSUs or should have passed Diploma in Hotel Management and Catering Technology from a recognized Institute with minimum 5 years of work experience.
5. The bidder should possess a valid Trade License, Health License and Firm Registration Certificate for Catering Services issued by the Government of Sikkim.
6. A specimen standardized **Weekly Menu Plan (Sl no 37 on page 5 & 6 of this document)** is enclosed for reference *(please read most carefully*). Food must be served in the Hostel Mess strictly as per the prescribed Menu. Rates quoted for the Menu items for the bid should be on per head per month basis as per the enclosed Menu (inclusive of all costs and incidental charges including all applicable taxes such as service tax, Cess, GST etc.).
7. The Contractor must have the capacity to cater to about 200 or more students and staff at a time. Separate Mess has to be run in the Boys’ hostel as well as in the Girls’ hostel.
8. Space measuring an approximate area of 3927 sqft. will be provided by the Institute on a monthly rental of Rs. 17,675/-(rounded off), i.e @ INR. 4.5 per sqft. The details of the floor area in the hostel Mess and Canteen is as under :-

|  |  |
| --- | --- |
| **Boys Hostel** | **Area in Sq.Ft.** |
| Dining | 1340.55 |
| Kitchen | 403.76 |
| Wash Area | 139.86 |
| Store | 206.06 |
| Serving Area | 64.55 |
| **Total Area A** | **2154.79** |

|  |  |
| --- | --- |
| **Girls Hostel** | **Area in Sq.Ft.** |
| Dining | 1069 |
| Kitchen | 292.63 |
| Wash Area | 139.86 |
| Store | 206.06 |
| Serving Area | 64.55 |
| **Total Area B** | **1772.52** |
| **Total A+B** | **3927.31** |

1. The Contractor is liable to pay for electricity and water charges consumed within the premises under his use in the Institute complex. Actual consumption/flat rate point basis charge will be levied. In case of shortage of water due to disruption if any, the contractor will make his own potable and hygienic water arrangement for washing, drinking, cooking and other purposes relating to the Mess without any extra charges.
2. Rates once quoted will remain fixed for the entire contract period, irrespective of the market variations in price. However, after completion of 12 full months, during the second year of the contract, the contractor may request for a change in the rate. In such case, the Principal will constitute a Mess Rate Review Committee comprising institutional members, parent representatives, mess committee members. The committee will consider the inflation of the items in the market at that particular time and suggest the revised normalized mess rate to the Principal. However, any changes will be subject to the approval of Chairman, BOM, CCCT.
3. During vacations like semester breaks or long holidays exceeding 7 continuous days where students are not present in the hostel, only 12% of the applicable amount will be paid towards employee sustenance. However, full payment will be made for those who are present &dining in the hostel within that period.
4. Mess rebate of 88 % of chargeable amount will be given to those students having prior authorized sanctioned leave, by the Principal CCCT or his representative(s) for more than 7(seven) days.
5. The Contractor will be liable to attend to any issues raised by the Institutional Mess Committee constituted by the Principal.
6. The institute will provide certain cooking, serving utensils, furniture and other items for use in the mess at no extra charges to the contractor. A detailed stock inventory of these items will be taken and countersigned by both the parties at the time of handing over. A contractor will maintain all the items and bear loss/costs of breakages if any within their period of their handling and ensure all items are in proper working conditions. Stock verification of the same will be taken towards the end of every financial year or prior to termination of the contract. The institute reserves all rights to recover any cost from the contractor if the contractor fails to make good damages or losses. However, the contractor may feel free to add any items required at his own cost.
7. The institute will also provide 18 filled commercial LPG cylinders towards the beginning of the contract along with the papers for use in the kitchen. The contractor will ensure that they will not use any other domestic cylinders / fire wood / coal / diesel or other sources of fuel for cooking. The contractor will ensure that they hand over the 18 filled LPG cylinders with papers to the institute towards the end of the contract in filled in condition. Institute will not be responsible for any breach of rules laid by competent authorities towards the use of fuel and all cases has to be handled by the contractor without involving the institute.
8. Only refined cooking oil like sunflower oil etc. shall be used for cooking purposes. The oil used should conform to FSSAI/AGMARK certification. Vegetable/ palm/mustard oil etc. shall not be used. Rice, Wheat and Dal of good quality should be used. Sample of the rice, wheat and dal is to be approved by the Principal, CCCT before use. A sample of the same duly sealed would be preserved in the office of the Manager (ADM) of the institute for reference of any point of time.
9. Contractor will employ cooks (minimum 4), waiters (minimum 6), helpers (minimum 4), sweepers/safaikarmacharis (minimum 5), Manager/Supervisor (1) and other workers required for running Hostel Mess at their cost. The information on the person employed/terminated will be made available to the Principal’s office in a prescribed format at any point of time.
10. The contractor will abide by the relevant **Labour Laws, all other relevant Laws and Rules and Regulations as applicable in the State of Sikkim and Food Safety & Standard Act, 2006**. Any issue arising out of this will be dealt solely by the Contractor without any involvement of the institute.
11. Contractor must provide **proper clean uniforms and Identity cards** to all the workers employed by him so that they can be uniquely identified. Only those holding valid Identity card will be allowed to enter the premises of the Mess from the contractor’s side. A register is to be maintained to this effect on daily basis for produce and scrutiny of the office of Principal, CCCT at any point of time. CCTV camera recordings put in place would be used for any purpose.
12. All workers employed by the Contractor in the Mess should not be suffering from any contagious diseases. Contactor will be responsible for regular medical checkup of his staff (minimum once in three months). The **medical fitness certificates** of all workers duly signed by a registered doctor shall be displayed on Hostel Notice Board at all times and a copy should be provided to the Principal’s office.
13. Contractor must ensure that **Police verification** of all staff is carried out before they are employed and a copy of the same must be submitted to the Principal’s office.
14. Contractor’s employees must abide by the **Rules laid down by the institute** in regards to the discipline and etiquette within the campus premises. If any complaints is registered against any staff or is found indulging in misconduct, use of alcohol / drugs / tobacco / gutka etc., the institute reserves all rights to expel the employee from the campus. The contractor will be bound by the actions taken by the institute in this regards. The contractor must also find suitable replacement for the expelled person at the earliest and work should not be compromised because of this.
15. The Contractor must ensure the **overall cleanliness and hygiene** of the premises and around within his control at all times. Contractor will be responsible to keep kitchen, dining hall, toilets, and corridors and surrounding area, drainages etc. of the Mess absolutely neat, clean and hygienic at all times for which he will employ sufficient Safai Karmacharis (not less than 5) as well use adequate cleaning materials and hygiene and sanitation chemicals and tools which will be at his own cost.
16. The contractor will ensure that purified Aqua guard/RO water in enough quantity is provided at all times in the mess premises for drinking purposes free of cost.
17. Sanitary inspection of the area will be made at regular intervals without prior notice by the institute or by authorized agencies.
18. Contractor will provide and **observe safety measures** to avoid any accidents in the Hostel mess and shall be held responsible for any injury/loss that may take place therein due to his negligence. Contractor will provide all firefighting equipment in mess premises and will ensure their serviceability at all times.
19. Cigarettes, alcohol, tobacco, pan masala or any other intoxicants or any other items deemed to be harmful to health shall under no circumstances be sold or provided or supplied within the Mess or within the Institute campus by the Contractor. In the event of any violation by the Contractor, he shall be held fully liable for penal actions as per law including termination of the contract.
20. The monthly mess bill has to be raised by the contractor, in duplicate, in a formal bill displaying contractor’s PAN Registration Number, with appropriate reference number in the following month (e.g. mess bill for the month of May to be raised in the month of June). The bill must contain the names of all the students that have taken mess services along with charges levied. The institute will verify the bill and reserve all rights to make changes, like fine reimbursement/ deductions, if it finds certain discrepancies. A credit period of minimum 10 days after submission of the bill must be provided before payment. Charges towards fines, rentals, electricity charges, water charges etc. will be deducted from the raised bill due for payment or from the Security Deposit.
21. The Contractor shall be entirely responsible for all taxes including Indian Income Tax, Service Tax, duties, GST, Cess, license fees, octroi, road permits, etc., while on contract with CCCT Polytechnic. Necessary tax deduction certification (TDS) will be issued in the format prescribed by the State and Central Government in timely manner. The rate quoted and accepted would be inclusive of all these levies.
22. During the period of contract, in the event the service of the Contractor is not up to the mark and if the Contractor is found to have violated any of the terms and conditions as stipulated in the contract, the Institute reserves the right to terminate the contract at any time with one month notice. No compensation whatsoever will be payable to the Contractor. In case the contract is due for termination and the termination notice was due to unsatisfactory service of the contractor, the institute may return only the Security Deposit after due formalities and accounting. The EMD held by the Institute will be forfeited.
23. Likewise, the contractor also can exercise the option of termination of contract for which he/she must give two months prior notice in writing to the Institute citing valid and justifiable reasons for termination. The notice will be considered official only on due acceptance by the Principal after consultation with the appropriate authorities and formal communication issued during such period. However, the contractor will ensure that the service is provided as per all contract terms, within pendency of the contract as well as the notice period without fail or degradation of quality. Non-Fulfillment of any of these clauses /or complaint raised by student/staff during this period may attract fines from the Institute and will be compensated through the pending payments/Security Deposit made by the Contractor. The decision of the Principal CCCT on this aspect would be final and binding on the contractor.
24. EMD of INR.35,000/- (Rupees thirty five thousand only) in the form of Demand Draft favoring Principal, CCCT, payable at SBI, Jorethang is to be deposited along with bid/tender. EMD will be returned if any of the bidder is not awarded the contract. EMD of the winning bidder will be returned only after six months of termination of contract after fulfillment of all procedures and documentation.
25. The winning bidder must deposit a non-interest bearing security deposit for INR. 3.5 lakhs (Rupees three lakhs fifty thousand only) which must be in the form a Crossed Bank Draft in the name of Principal, CCCT payable at SBI, Jorethang and submitted within one week of the award of contract failing which the contract shall stand cancelled. This amount of security deposit will be refunded on termination of contract after adjusting all pending dues, if any.
26. Principal, CCCT reserves the right to make such alterations, amendments and changes to the terms and conditions as it may deem fit and appropriate at any time during the pendency of the Contract period which will be binding on the contractor.
27. The contractor will not sublet/lease the contract to any other party/person in any form whatsoever. The decision of the Institute Executive Committee who will investigate such sublet/lease, unilaterally, will be binding on the contractor. If subletting is found to be true, the contractor will be fined or Contract termination proceeding initiated. They will also be blacklisted for future.
28. A copy of this Instruction to Bidders and the Terms and Conditions of the Tender document must be signed on all the pages by the contractor on whose name the bid is being submitted along with the Price Bid to certify that the Terms and Conditions of the Tender document is acceptable to the Bidder.
29. Sealed Tenders can either be submitted at the Office of Director, Technical Education at Gangtok or at the Office of the Principal, CCCT at Chisopani. ***Date of receipt of tender*** –**17th, 18th and 19th Dec 2018 during office hours. O*pening of tenders*– 21st Dec 2018 at 2 pm** in the Office of the Director, Technical Education, Human Resource Development Department, Government of Sikkim, Tashiling, Gangtok in the presence of bidders who choose to attend. One Entry per contractor will only be permitted on produce of tender receipt issued by authorities.
30. **DD of INR.5000/-** (nonrefundable) in favour of Principal, CCCT payable at Jorethang, South Sikkim (as tender processing charge) to be submitted separately along with the sealed Tender else Tender will not be accepted (this should not be enclosed within the sealed tender)
31. The Director, Technical Education. HRDD reserves the right to reject any bid/quotation without assigning any reason thereof.
32. All disputes are subject to the jurisdiction of Courts at Namchi, South Sikkim.
33. The Standardized weekly menu plan:

| **DAY** | **BREAKFAST** | **LUNCH** | **SNACKS** | **DINNER** |
| --- | --- | --- | --- | --- |
| **MONDAY** | 4 Puri+Chana + Tea | Rice/Roti + Seasonal Vegetables + Dal+Pickle | Biscuits (4 Pcs) + Tea | Rice/Roti + Seasonal Vegetables + Dal+Papad |
| **TUESDAY** | 2 Aloo Paratha +Pickle/Curd+ Tea | Rice/Roti + Sambhar/Dal + Aloo-Dum + Papad | Bread( 2 Slice) + Tea | Rice/Roti + Fish Or Chicken Curry(Nv)& Kofta + Dal (V) With One Common Seasonal Vegetable For Both |
| **WEDNESDAY** | 4 Slice Bread + Jam+Boiled Egg (N.V.)/ Fruit (V) +Tea | Rice/Roti + Dry Chana + Dal /Sambhar+Pickle | Vegetable Pakora (4 Pcs) + Tea | Rice/Roti + Seasonal Vegetables + Dal+Papad |
| **THURSDAY** | 4 Puri+Chana + Tea | Rice/Roti + Dal With One Common Seasonal Vegetable+ Nutrella | Biscuits (4 Pcs) + Tea | Rice/Roti + Aloo Bhaji + Dal+ Papad |
| **FRIDAY** | 2 Aloo Paratha +Pickle+Tea | Rice/Roti + Seasonal Vegetables + Dal+Pickle | Bread( 2 Slice) + Tea | Rice/Roti + Seasonal Vegetables + Dal + Mix Salad |
| **SATURDAY** | 4 Slice Bread + Jam+Boiled Egg (N.V.)/ Fruit (V) +Tea | Rice/Roti + Dal/Sambhar + Aloo-Dum+Pickle | Vegetable Pakora (4 Pcs) + Tea | Rice/Roti + Seasonal Vegetables + Dal+Pickle |
| **SUNDAY** | Veg. Chowmein + Sauce+Tea | Rice/Roti + Dry Chana + Dal /Sambhar+Pickle | Biscuits (4 Pcs) + Tea | Rice/Roti + Fish Or Chicken Curry (Nv)& Mutter Paneer + Dal (V) With One Common Seasonal Vegetable For Both |

37.1 Notes and Specification of certain items in the above standardized weekly Menu:

1. *Menu is subjected to Change with notification by the Principal during the pendency of the contractor. This may be done on recommendation of the Institute Mess Committee.*
2. *Rice /Roti\* :-*
   1. *Only Rice Eaters: Sufficient quantity of rice must be served as required by them.*
   2. *Those having Rice and Roti: Minimum 2 Rotis of Standard size and sufficient quantity and quality of Rice must be served as required by them.*
   3. *Only Roti Eaters: Sufficient quantity of Roti must be served as required by them.*
3. *Chicken /Fish ( For Non-Vegetarians) : 50 grams /per head/per meal before cooking should be catered for non-Vegetarians.*
4. *Matar paneer or shahi paneer/Veg kofta(For Vegetarians):* *50 grams /per head/per meal before cooking should be catered for Vegetarians.*
5. *Dal: The Dal before cooking, should weigh, At least 50 Grams/per head/Per meal.*
6. *Tea: should be standard and should be in sufficient quantity.*
7. *Jam: Should be at least 20 grams each where ever they appear in the menu.*
8. *Pappad/Pickle/Salads : Adequate quantity should be supplied where ever they appear in menu*
9. *All Vegetables available in the Sunday Market of Jorethang would be treated as seasonal vegetables.*
10. *For all practical purposes Potato should not be treated as vegetable (it is a substitute for carbohydrate).*

\*ROTI MUST BE SERVED as per demand of students. Contractor must arrange and provide for roti without any alternatives or excuses.

*Signature of the Bidder*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation in the Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Official Seal of Firm represented**