



भारतीय प्रौद्योगिकी संस्थान इन्दौर
सिमरोल, खंडवा रोड, इन्दौर, भारत, पिन - 453 552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore, India, PIN - 453 552

Ph. : 0731-2438949 / 958
Fax : 0731-2438966
Mail : mms@iiti.ac.in

IIT Indore

RFQ No.: IITI(MM)/NIT/Food-joints/2016-17

December 06, 2016

REQUEST FOR PROPOSAL
FOR
FOOD JOINTS & ALLIED SERVICES AT IITI

Indian Institute of Technology Indore (IITI) is one of the premier Institutions of science & technical education of Government of India. The institute has a sprawling campus of around 500 acres with a campus community of 700 including students, faculty and staff etc.

Sealed Tenders are invited by IIT Indore (in Single Bid) from a reputed and leading service provider having an experience of at **least 3 years** in running **Food Joints & Allied Services** in a Govt. sector/PSUs/ Educational Institutions/ Private institutions of repute and who is eligible to do business with Government, Government funded Educational and research Institutes, PSUs, Autonomous bodies in India and who can cater to the needs of students and IITI community.

Schedule of Tendering:

Item Description	Set up of Food Joints & Allied Services at IITI premises on Lease Basis
Last date and time for submission of completed Tenders:	Up to 3.00 PM on December 20, 2016
Date and Time of opening of Technical Bid:	At 3.30 PM on December 20, 2016
Address at which the tenders are to be submitted and whose tenders will be opened	Dy. Registrar, (Materials Management Section) Simrol Campus, Khandwa Road, Indore- 453552 Tel.: 0731- 2438949, Email: drmm@iiti.ac.in
Bid validity up to	90 days from the date of tender opening
Earnest Money Deposit in the form of DD from Indian Nationalized Bank	EMD amount for ₹ 5,000.00 (Rupees Five Thousand Only) to be submitted by Demand Draft in the name of Registrar IIT Indore payable at Indore valid for 90 days from the date of opening of the tender.
Security Deposit/PBG in the form of DD from Indian Nationalized Bank	PBG amount for ₹ 10,000.00 (Rupees Ten Thousand Only) to be submitted by way of Demand Draft in the name of Registrar IIT Indore payable at Indore valid for 60 days beyond the contract expiry date.
Tender Type	Single Bid System. Your bid must be submitted in Single Envelop superscribing on both the envelopes the RFP no. and the due date.

IIT INDORE

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एस.पी. होता / S.P. HOTTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT Indore



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Note:

- Tender Documents with detail terms & conditions can be downloaded from our website: www.iiti.ac.in
- IIT Indore shall not be responsible for non-receipt or delay of the Tender Documents due to postal delay/loss in transit or any other reasons.
- **For any issues related to tender please contact Purchase Section, Tel: +91-731-2438949/958 Email: mms@iiti.ac.in**

Instructions to Bidder (ITB):

Please Note:

You are requested to kindly go through the detailed **Terms & Conditions** mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes.

1. Please **mention the enquiry no. & due date** on the top of the Bid envelop.
2. The offer must be submitted in **Single Bid** system.
3. **No Tender is to be handed over** to any of our staff/ any other person.
4. All tenders/quotations should be sent or deposited in the tender box at the following address:
Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 453552, M.P. only. Kindly sent quotation through SPEEDPOST not through Courier.
5. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
6. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
7. All communications related to this tender should be addressed to the undersigned only.

Bids received without EMD will be rejected.

Note – Non-compliance of the above may disqualify your offer for consideration.

Yours sincerely,

Dy. Registrar (MM)

एस.पी. होता / S.P. HOTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT Indore



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SCOPE OF WORK

1. Service provider will
 - a) Arrange his own stall and service area in the space provided to them.
 - b) Set up stall and will pay rent on square feet basis every month.
 - c) Sole custodian of its stall, equipment, utensils etc. at their own cost and risk.
 - d) Responsible for pest control and general cleanliness of the stall area.
 - e) Assume total responsibility for contracted staff (if any) physically and mentally fit and do not have any criminal record.
 - f) Responsible for proper waste disposal.
 - g) Maintain appropriate records of his employees deployed to carry out the job. No child labour to be deployed.
 - h) To ensure billing system as per institute requirement. IITI campus is caseless for commercial transactions.
2. Water and power supply will be provided by IITI on payment basis.
3. The meals/beverages/eatables served will be of high quality and prepared in a clean and hygienic manner in accordance with all health and safety regulations & standards.
4. Quality control is the responsibility of the firm. IITI will conduct inspection at its own discretion.
5. Service provider has to vacate the stall and handover the premises in proper position after the lease period.
6. The lease may be cancelled with a prior notice of 07 days.

TERMS & CONDITIONS:

1. **CONTRACT PERIOD:** Contract will be initially for 01 year and which may be extended further based satisfactory performance and institute requirement.
2. **Earnest Money** in the form of **Demand Draft from any Nationalized Bank in favour of the Registrar, IIT Indore payable at Indore will be acceptable. Bids received without EMD will be rejected.**

Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with

- I. Central Purchase Organization (CPO) i.e. DGS & D.
- II. National Small Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The NSIC should be valid for a period of six months (180 days) beyond the Bid validity.
- III. Concerned Ministry / Department.

No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of



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successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.

EMD of the unsuccessful bidders should be returned after the institute takes final decision to award the contract.

2. **The institute shall not be responsible for any kind of late/wrong delivery of tender. Bidder must ensure bid reaches to the correct person on time.**
3. **Opening of Tenders:** The firm shall be at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule.
4. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
5. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
6. **Cancellation of Contract:** IITI reserves the right to cancel the order by giving 07 days' notice to the service provider.
7. **Dispute Resolutions:** A separate mechanism will be worked out to resolve issues of mutual concern between the Service Provider and the institute. For any dispute the decision of the institute will be binding. However, in case of disagreement the case may be referred to a Arbitrator appointed by IITI. All disputes should be subjected to Indore jurisdiction only.
8. IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
9. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
10. All communications are to be addressed to the Deputy Registrar (MM), IIT Indore.
11. For any dispute, the place of jurisdiction shall be Indore, India only.



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Eligibility Criteria

The service provider should fill the below mentioned details:

1. Name of Tenderer :
2. Details of E.M.D :
3. Details of Experience in the Field, attach copies from the Agency of atleast last three years:

Sl.No.	Period		Organization/Agency	Approx. no. of students/staffs handled
	From	To		

** Certificate from the concerned Agency must also be attached

5. IT Return (Copy of last 3 financial years) :
6. Registration with Service and Sales Tax:
(Copy must be enclosed)
7. PAN card No. of the Registered Firm :
(Copy must be enclosed)
8. V.A.T. Regn. No.:
(Copy must be enclosed)
9. Registration under Shop & Establishment:
10. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm:
(Name of of the partner should be specified In this case).

Signature of the Tenderer
& Date. With Rubber Stamp
Name of the Tenderer :.....



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PRICE BID

The lease rent to be quoted by the service provider as mentioned below:

Sl.No.	Details	Rent per month basis	Remarks
01.	Lease rent quote for the agreed lease period of 01(One) year		
02.	Any other charges offered to IITI		

Attachment:

1. Copy of Plan of Stall specifying the requirement.
2. List of proposed menu/item/services to be served at stalls.
3. Rate list of menu/item/services to be served at stalls.
4. Input from the Food Joints & Allied Service Provider for Add on Services.
5. Quality, rate revision mechanism with approval of IITI.

Please indicate your specific response against each items (Sl. no. 01 to 05 above). Separate Sheets may be attached, if required.

* Any change in the terms of reference will be only with prior consent of the Institute.