



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड इंदौर – 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 0731-2438700 Ext.: 3551/3369
E-mail: mms@iiti.ac.in

RFP No. IITI(MM)/RFP/ Kiosk/2022-23/01

March 24, 2023

Request for Proposal (RFP)
for
Various Service at IIT Indore

Indian Institute of Technology Indore (IITI) is a one of the premier institutions of science & technical education of Ministry of Human Resource Development, Government of India.

The institute has a sprawling campus of around 500 acres with a community of 1500 members that is likely to grow to more than 5000 within a few years. The community includes students, faculty and staff etc.

Request for Proposal (RFP) for following services are invited from firms having relevant experience in owning and/or operating food kiosk, ticket counter, in-campus mobility service, and/or commercials etc. and who are permitted to do business with Government, educational and research institutes, PSUs, autonomous bodies etc. in India.

1. Tea/coffee and Snacks Shop (Tuck Shop)
2. Ticket Booking Counter
3. Restaurant
4. Supermarket
5. In-campus mobility service
6. Souvenir/gift/memento shop
7. Any other service outlet options can be submitted, which will be reviewed considering the upcoming requirements.

Terms & Conditions of RFP:

- i. Firms should have valid license for doing business in food, beverage, and other licenses.
- ii. GST, PAN No. and Incorporation certificate should be submitted along with the offer.
- iii. Interested firms are invited to visit the campus of IITI and submit their proposal for set up of kiosk(s) & other services inside the campus.
- iv. The proposal may be accompanied by the
 - a) layout of stall/shop/kiosk, the minimum area required (in Sq. Ft.),
 - b) detail of offered services,
 - c) tentative rate list of items,
 - d) discount on rate list which will be considered by the institute.
- v. The vendor will have to pay the rent @ Rs. 35/- per sq ft .electricity charges and water charge as per actual usage.
- vi. After site inspection and deliberation further details may be obtained.

IITI reserves the right to: a) reject/modify/change the scope of business of any or all the proposals without assigning any specific reason whatsoever; b) not bind it to accept the lowest or any proposal; and c) accept the whole or any part of the proposal and the firm shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited.

*Proposals will be considered based upon merits, price, quality, feedback etc.

Sl.No	Event	Date and Time/Remarks
01.	Last date & Time of submission of Bids offline (Technical and price bid) at IIT Indore	April 18, 2023 @ 03:00PM
02.	Opening of Technical Bids and Price bid offline at IIT Indore	April 18, 2023 @ 03:30PM
03.	Tender to be submitted in	Tender Box at Ground Floor, Abhinandan Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
04.	All the communications with respect to the tender shall be addressed to:	Assistant Registrar (MMS), IIT Indore, Fourth Floor, Abhinandan Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-6603551, Email: mms@iiti.ac.in

For any other clarification/detail, you may feel free to interact on email: mms@iiti.ac.in

Assistant Registrar (MM)

ELIGIBILITY CRITERIA:

Sl. No.	Criteria	Response	Compliance YES/NO (Indicate Page No. If Yes)	
			YES/NO	Page No.
01.	Name of the firm			
02.	Address of registered office & Contact No. & Email id of the firm			
03.	Specify your firm/company is a proprietary/joint or authorized agency			
04.	The service provider should be registered with concerned taxation authorities such as Service Tax Registration & GST (Copy of the certificate should be attached)			
05.	PAN CARD Copy to be enclosed			
06.	Firm/Company incorporation certificate			
07.	Food License (Copy of the License)			
08.	License for operation of services such as Restaurant/Supermarket/Ticket Counter/campus mobility etc.			
09.	Income Tax Return of last three F.Y. to be attached			
10.	Experience of providing offered service at Govt./Educational Institutes			
11.	The bidder must submit an affidavit duly certified that the service provider has never been blacklisted or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.			
12.	Firm should submit self-declaration that they will maintain optimum hygiene and will do routine pest control from authorized agencies as per terms of the contract			
13.	Any other add on services/information may be attached for consideration			
14.	Details of cashless mode of transaction (IITI is a cashless campus)			

The institute may ask for any additional information while considering the proposal.

Date:

The firm should submit the detailed plan for set up, operation and service offered.

Please note proposal without detailed plan, and information sought in eligibility criteria will not be considered.

No revision or change will be entertained after submission of the proposal.

Name of the Service Provider:
Seal & Sign of the Firm/Service Provider

Price Quote/Bid

<u>Sl. No.</u>	<u>Details</u>	<u>Price/Rate/Response</u>	<u>Remarks</u>
<u>1.</u>	Service Offered		
<u>2.</u>	Item wise rates/Service wise rate list to be enclosed		
<u>3.</u>	Rate list of items -Special Services for Events/ Meetings etc.:		
<u>4.</u>	Charges for Add on Services, if any		
<u>5.</u>	All rates/charges for the services should be enclosed separately in clear terms otherwise will be treated as without any charge		
<u>6.</u>	Discount (%) on MRP		
# Please indicate your specific response against each item/service. Separate Sheets may be attached.			

NOTE:

1. IITI is a cashless campus, so all transactions should be cashless.
2. RATE List of the offered service should be submitted along with the proposal.
3. No deviation in quality of the service will be considered.
4. Feedback record of the services will be monitored by the committee.
5. The manpower deputed at Counter should be trained and formally dressed.
6. The service provider should submit the list of assets at Central Stores for record.
7. Any change in menu/services should be considered only by the approval of the committee.

Seal & Sign of the Firm/Service Provider

