



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड इंदौर – 453552

Indian Institute of Technology Indore
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RFP No. IITI(MM)/RFP/ Kiosk/2020-21/01

April 01, 2020

**Request for Proposal (RFP) for
Various Services at IIT Indore**

1. Indian Institute of Technology Indore (IITI) is an Institute of National Importance under the Ministry of Human Resource Development, Government of India located at Simrol around 20 kms from Bhawarkuan, Indore. The Institute has a sprawling campus of around 500 acres with a community of 2000 members that is targeted to grow to more than 5000 within a few years. The community includes students, faculty and staff.
2. **Request for Proposal (RFP)** for following services are invited from firms having relevant experience in owning and/or operating food kiosk and/or commercials etc. and who are permitted to do business with Government, Educational and Research institutes, PSUs, Autonomous Bodies etc. in India.
 - (a) Salon
 - (b) Shopping Mall
 - (c) Travel Desk
 - (d) Courier Service
 - (e) Boutique
 - (f) Stationery items
 - (g) Computer Peripherals Shop
 - (h) Restaurant
 - (i) Gift and Souvenir Shop
 - (j) Printing and Binding Shop
 - (k) Edible Products
 - (l) Bakery Products
 - (m) Vegetables on wheel
 - (n) General Store
 - (o) Cycle Maintenance
 - (p) Edible Food/ Beverage Vending Machines
 - (q) Other services
3. **Terms & Conditions of RFP:**
 - (a) Firms should have valid license for doing business in food, beverage and other fields.
 - (b) GST, PAN No. and Incorporation certificate.
 - (c) Interested firms are invited to visit the campus of IITI and subsequently submit their proposal for setting up of kiosk(s) & other services inside the campus.
 - (d) Proposal may be accompanied by detailed layout of stall with requirement of electrical and plumbing, detail of offered services (services not mentioned will not be added later on), rate list of items and discount on rate list.
 - (e) Rent as decided by the Institute will have to be payable by the selected firm.
 - (f) After site inspection, further details may be obtained.
4. 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 to accept the lowest or any proposal; and

(c) Accept the whole or 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.

5. **Proposals will be considered on first come first serve (FCFS) basis. However, Institute will review the requirement and the period of acceptance may be extended beyond April 20, 2020.**

6. For any other clarification/detail, please feel free to contact through email: mms@iiti.ac.in

S/d
In-charge (MM)

Eligibility Criteria

Sl. No.	Criteria	Response	Compliance YES/NO (Indicate Page No. If Yes)	
			YES/NO	Page No.
1.	Name of the Firm			
2.	Address of Registered Office, Contact No. & Email id of the firm			
3.	Specify your firm/company is a proprietary/joint or authorized agency			
4.	Service Provider should be registered with concerned taxation authorities such as Service Tax Registration & GST (Copy of the certificate should be attached)			
5.	PAN CARD Copy to be enclosed			
6.	Firm/ Company Incorporation Certificate			
7.	FSSAI License or any other license as applicable (Copy of the License to be attached)			
8.	Income Tax Return of last three F.Y. to be attached			
9.	Service Provider must submit an affidavit duly certified that it has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.			
10.	Service Provider should submit self-declaration that it will maintain optimum hygiene and will do routine pest control from authorized agencies as per terms of the contract at its own			

	cost.			
11.	Any other add on services/ information may be attached for consideration			
12.	Details of cashless mode of transaction since IITI is a cashless campus			

I agree to provide any additional information that the Institute may seek, while considering the proposal.

Date:

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

Price Quote/Bid

Sl. No.	Details	Price/Rate/Response	Remarks
1.	Services		
2.	Item wise rates (Details to be enclosed)		
3.	Rate list of items - Special Services for Events/ Meetings etc.:		
4.	Charges for Add on Services, if any		
5.	Discount (%) on Institute smart card as IITI is a cashless campus for all transactions.		
<ul style="list-style-type: none"> • All rates/charges for the services should be enclosed separately in clear terms otherwise the service(s) will be treated as without any charge. • Please indicate your specific response against each item. Separate Sheets may be attached. 			

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