



Indian Institute of Management Kashipur

Request for Quotation

Quotation Number: _____

Contact Number: _____

Fax: _____

M/s: _____
Company Name: _____
Address: _____

Enquiry No.: _____
Date: _____
Due Date: _____
Value of Earnest Money: _____

Sub: Request for Quotation

Dear Sirs,

We intend to buy the following materials/services as description and specification given below. Kindly send us your comprehensive quotation along with leaflets/Brochures indicating the most competitive price and minimum delivery period in self addressed envelope before the Due Date as per the terms and conditions attached hereto.

S.No.	Description/specification/Item Code	Unit Price	Qty. Required	Remark

Please ensure to quote our Enquiry No. and Due Date on the cover and seal the envelope. Quotation received after the due date shall not be accepted by us. Note: Delivery point IIM Kashipur, Bazpur Road, Kashipur.

Subject: Quotation for -----

To

Chief Administrative Officer,
Indian Institute of Management (IIM) Kashipur
Bazpur Road, Kashipur -244713
District – U.S.Nagar, Uttarakhand, India.

Thanking you,

Yours truly _____

Indian Institute of Management Kashipur



Enquiry No: IIMKASHIPUR/PUR/QTO/08/2017-18

Date: 13.09.2017

ENQUIRY FOR TENDER/BIDS

Sealed tenders are invited from persons / agencies possessing requisite license and having minimum of one-year experience in catering service for **running wet canteen at IIM Kashipur campus**. The details are as follows:

GENERAL TERMS AND CONDITIONS

1. The period of contract shall be initially for one years which can be extended on mutual consent.
2. Cost of tender Rs.500/- (non-refundable) in the form of Demand Draft drawn on any Nationalized or an authorized Private Bank in favour of **Indian Institute of Management Kashipur**. Tenders without tender fee will not be considered.
3. The Contractor shall fulfill all the obligations arising under the contract and shall not enter into sub-contract with other party/parties. He shall have no right for tenancy, demise or any interest whatsoever in respect of said premises.
4. The Contractor shall supply quality food stuffs, beverages and other refreshments to the satisfaction of the Institute. The Institute has a right to inspect the materials used by the Contractor periodically and impound any items, the quality of which is found substandard. The Institute is also entitled to insist on branded materials to be used for preparation of food/beverages. Only fresh items like vegetables etc., shall be used.
5. All items of food, raw materials for food purchased will have to confirm to the standards, prescribed under the prevention of Food Adulteration Act, and/or any other Act applicable and as far as possible shall have the standards/branded bearing the mark "Agmark", ISI , FSSAI as applicable.
6. The Contractor shall use the LPG cooking range and other similar equipment's of its own. The Contractor shall arrange all items such as Refrigerator, cutlery, crockery, utensils and other equipment to be installed in the kitchen and other requirements for running the Canteen.
7. The rate list and menu as approved by the Institute should be displayed clearly. Any change in the rate list or item should be duly approved by Institute authority. Item mentioned in the approved rate list are only to be kept in canteen. No special item to be prepared and supplied by the contractor. The menu as per Appendix-A.
8. All packed items not to be sold above MRP.
9. Surprise visits to the canteen will be made by the Institute's officials from time to time to inspect the canteen premises to check the quality of food, services and cleanliness of the canteen. The contractors have to cooperate for all such inspections. If required, a feedback from the users could be obtained anytime.
10. The contractor will take all necessary precautions against fire hazards.
11. The Canteen will function from 8:30 am to 8.00 pm and may change as per additional requirement. Timings could be flexible but with prior permission from the Institute authority. Canteen shall be kept open on all the days during the period when the Classes, training courses or seminars etc., are conducted by the Institute and on such other days as may be indicated by the Institute.
12. The contractor shall maintain all the items including equipment, utensils, cooking area and surroundings in proper and hygienic conditions. The Contractor shall store food stuffs, drinking water and other articles in a hygienic condition.
13. The Contractor shall arrange proper bins for throwing refuse/waste from the canteen and arrange at his own cost for regular, prompt and proper removal of such refuse from the Institute, every day.
14. The contractor shall be under the discipline of the institute and shall in no case disturb the working of the institute and follow the instructions issued from time to time in this connection.
15. Requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) only with authorization of the CAO of the Institute and no unauthorized person shall be allowed to stay in the canteen.

16. The Contractor shall employ at his own expenses efficient and experienced persons for supervision and working of the Canteen and adequate number of servants. The Contractor shall ensure that such servants employed by him shall be free from diseases, clean, courteous and neatly clothed.
17. The contractor shall have no right to sublease the contract or entrust the work to anyone else without the written permission of the Institute.
18. The contractor shall strictly adhere to:
 - (a) Child Labor Abolition Act
 - (b) Essential Commodities Act
 - (c) Food and Beverages Act
 - (d) State Guest Contract Act
 - (e) Any other Act as applicable from time to time
19. The possession of the premises will always be that of IIM Kashipur even when the premises would be in use of the contractor.
20. No employee/student/outsideers will be allowed to smoke or consume alcohol/ banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or health hazard articles.
21. The said premises shall not be utilized for purpose otherwise than for the purpose of running the Canteen. The Contractor shall not make or permit to be made without the prior permission in writing of the Institute, any structural alterations or additions of any kind, either temporarily or permanently to the said premises.
22. The contractor is required to pay Rs. 5000/- (Rupees Five Thousand Only) per month being rent and electricity charges to the Institute. These charges will be paid by the contractor every month.
23. The Institute reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The committee shall consist of at least one student and non-teaching staff representative in this regard shall be final.
24. The contractor shall be responsible for recovery of dues if any towards any person/student of the Institute. It is advised not to encourage the credit system. Steps should be taken to promote digital transaction as per Government orders.
25. Payment for the bills for services provided to the Institute will be made on monthly basis after submission of bills in duplicate for the month.
26. The contract can be terminated either by the Institute or the Contractor by giving minimum two months of notice.
27. In case the contractor violates the terms & conditions of the contract his contract would be cancelled without any notice.
28. All disputes will be subjected to Kashipur jurisdiction.
29. Tenderer has to sign (with seal of the firm), all the pages of the tender document along with all certificates as required.
30. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
31. An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the State/Central Government and no criminal case is pending against the said firm/agency.
32. IIM Kashipur, reserves the right to cancel the tender without assigning any reason.
33. Last date for submission of the bids is **29 Sep 2017** by speed post/courier/by hand. The bids received after this date will not be considered. The bids should be addressed to:-

Chief Administrative Officer
IIM Kashipur, Bazpur Road, Dist. US Nagar, Uttarakhand-244713
34. The bids are required to be submitted in properly sealed envelope and mentioning on top **“Bid for Canteen at IIM Kashipur campus”**.

Eligibility Criteria & Requirements

1. The applicant must be a Registered / Licensed Organization / Partnership firm / Sole Proprietorship.
2. The applicant must not have been at any time declared as insolvent or convicted for any offence.
3. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by any Authority.
4. The applicant should not have rescinded/abandoned any Catering contract awarded by any of his clients before the expiry of prescribed period of contract.
5. The applicant should neither be a sub-contractor to any other entity/ person nor has at any time sub-let the contract awarded to the applicant to any other person.
6. The applicant has not suffered any disqualification to render the catering services at any time in respect of matters not enumerated herein.
7. A self-declaration for the above points must be submitted by the bidder with the tender.

Signature of the Applicant:

Name & Address and Seal

The Information to be provided

1. Name of the Firm /Organisation (in Block Letters)	
2. Status: Proprietary / Partnership / Private Limited Company / Public Limited Company	
3. Date of Establishment / Incorporation	
4. Address of firm	
5. Telephone No. Mobile number	
6. Name(s) of the proprietor/ Partners	
7. GST Number	
8. Details of your Past Experience and Contracts presently undertaken in the field of catering. (enclose the certificates from the relevant institutions) if feasible.	
8. Furnish the details of catering contracts annulled/broken services before the end of contractual period, if any.	

Signature of the Applicant:

Name & Address and Seal

List of Items

Sl No	Name of Item	Qty	Rate (Rs.)	Remarks
1.	Tea Standard	100ml		
2.	Tea Green	100ml		
3.	Tea Lemon	100ml		
4.	Coffee	100ml		
5.	Coffee Cappuccino	100ml		
6.	Soup	100ml		
7.	French Fries	100gm		
8.	Muffin	Each		
9.	Patties	Each		
10.	Brownie	Each		
11.	Pastries (Assorted)	Each		
12.	Veg Sandwich	Each		
13.	Egg Sandwich	Each		
14.	Samosa	Each		
15.	Masala Omelette with 02 bread slice	02 eggs		
16.	Masala Omelette without bread slice	02 eggs		
17.	Boiled Egg	02 eggs		
18.	Maggi Masala	1 portion		
19.	Maggi Cup Noodles	1 pc		
	All packed eatables	Each	MRP	Not Exceeding MRP

Sign & Seal