

Notice Inviting EOI for Supply of Food Materials for Boys Hostel-05

Tender No. **IIITA/BH5/food material/2024/1**

Dated: _____

The Expression of Interest (Eoi)/ tender is hereby invited from the interested authorised suppliers to provide Grocery, Vegetables, Fruits, sweets etc for the students residing in the hostels (BH-5) of IIIT Allahabad.

Details of the agency:

Please ensure that all supporting documents are duly page numbered and signed with date and seal.

1.Name of the agency (As registered): Agency Registered Certificate/ एजेंसी पंजीकृत प्रमाणपत्र

2. Address of the agency:

3. Phone number(s) of the agency:

4. Email Id of the agency:

5. Details of the firm :

6. Name pf Proprietor/Owner:

(a) Date from which the firm is operating:

S.No.	Particulars		Page no. of attached supporting document
1.	Turnover of the firm during: F.Y.		
a.	2020-21		
b.	2021-22		
c.	2022-23		
2.	PAN No.		
3.	GST No.		
4.	FSSAI Licence No.		

7. Experience during F.Y. 2021-21, 2021-22, 2022-23 & 2023-24 (enclosed photocopy of the documents in support of experience):

Sl. No.	Client Name	address and phone number	Period of engagement	From up to	Page no. of attached supporting document

Note: For any other information, attach an extra sheet.

1. Sealed quotations on item rate basis is are invited from reputed, experienced and bonafide contractors/suppliers for the food items, list of which is enclosed herewith.

Hostel Numbers	Date of availability of EOI/Tender paper	Duration of contract	Time and Date of Submission of Quotations	Time, Date, place of opening of Quotations
(1)	(2)	(3)	(4)	(5)
For Boys Hostel No. 05	31.03.2024 To 15.04.24	One Year (Rate will be submitted every month by the empanelled vendors)	31.03.2024 to 15.04.2024 (10.00 am to 5.00 pm at the Office of the Council of Warden, Room No. 1514, 3 rd floor of the Admin-1 building (working days only)	16.04.2024 at 4:00 pm in the Meeting Hall (3 rd floor of the Admin-1 building)

2. The student strength of BH-5 is approx. 650
3. EOI document may be downloaded from the Institute website. (cow.iiita.ac.in) and may be submitted.
4. Opening of quotations will be as mentioned in Col.6, the presence of Bidders or their authorized representatives with due authorized letter.
5. **L1 bidder for each group will be selected for awarding the contract of the respective group (subject to terms and conditions laid down in the supplier empanelment EOI document). Hence bidder opting for a particular group must quote for all the items in the group.**

Under Empanelled of bidders

6. After evaluation L1,L2,L3 bidders will be empaneled for each group. Order will be placed to qualified L1 bidder for the supply of items for the first month for each group. Around 20th day, requirements for next month will be sent to empaneled vendor for each group to send their rates in a sealed envelope which will be opened as per schedule in front of vendors and order will be placed to L1 bidder for each group. This process will be followed for each month.
7. **If two suppliers quoted the same price for a particular group which is L1 then the total turnover of the last three years will be considered for supplying the items under the group.**
8. The CoW Purchase Unit reserves the right to accept or reject any or all the suppliers without assigning any reason whatsoever and will not be bound to accept the lowest price.

9. If the last date of submission of EOI/tender document and the date of opening coincide with a holiday, the date will automatically be shifted to the next working day and will be opened at the same time.
10. The bidders are requested to fill in the details accurately. Over-writing, Whitening of various columns, Unfilled Columns, Miscalculated Total is subject to immediate cancellation.
 - (i) Quotations/Bids submitted through E. Mail, Fax will not be entertained under any circumstances.
 - (ii) Authority shall not be responsible for any delay in receipt of supplier documents by postal authority/ courier or loss in transit
11. Bidder must sign on all the pages of EOI/tender documents.

Instruction to bidder and General Terms and Conditions for supply of , raw fresh food articles, vegetables, etc. to Boys Hostel-5.

1. For supply of Perishable items, vendors are within a 10 km radius.
2. Supply of item/items to be made in time as per requisition of hostel management, failing which penalty as decided by the Executive mess committee and CoW Purchase Unit, to be imposed on each day. Further the differential amount of the items purchased from other agencies in case the selected bidder failed to supply, to be borne by the bidder in addition to the penalty as mentioned above.
3. Quality and quantity aspects of all materials must be strictly adhered to, if any complaint is received from any corner; a penalty as decided by the CoW Purchase Unit/ Chairman, COW /Warden BH-5 Mess /Executive Mess Committee may be levied to the bidder.
4. An agreement to be executed in a Non-judicial Stamp paper of Rs. 100/- the cost of which is to be borne by the bidder for the entire contract period within 7 days from the issuance of work order.
5. In the case of vegetables/ spices, the same must be fresh/ dust free.
6. In case of variation in calculation of unit price and total, in order to decide the correct amount, the rate quoted in unit price will be taken into consideration.
7. In case the market rates of the submitted items are varying , the same will be again submitted by the L1 bidder for consideration.
8. **Sub-letting of Contract:** The contractor/supplier shall not sublet, transfer or assign the contract or any part thereof without the written permission of the CoW Purchase Unit /Chairman, COW /Warden BH-5 Mess /Executive Mess Committee . In the event of the supplier contravening this condition, the purchase shall be entitled to place the contract elsewhere on the contractor's account and at his risk and the contractor shall be liable for any loss or damage which the purchaser may sustain in consequence or arising out of such replacing of the contract.
9. **Term of payment:** Within 15 days from the date of submission of bills by RTGS/NEFT only subject to verification by the Executive Mess Committee, Mess Manager, Store Keeper, Asstt. Wardens & Wardens and signing of agreement
10. CoW Purchase Unit reserves the right to accept or deny the lowest or any quotations without assigning the reason and to distribute the entire supply to more than one bidder.
11. Quantity to be supplied as per demand of the day/month

12. Quality, quantity and Regular supply are the essence and COW Purchase unit shall cancel the order unilaterally if the above are not complied with. The violation of any terms and condition may lead to forfeiting of the security deposit and no claim whatsoever shall be entertained thereof.
13. Materials to be supplied with valid challan.
14. The CoW Purchase Unit reserves the right to extend the contract at the same quoted price and terms and conditions of the supplier empanelment EOI document. The Executive Mess committee will be invited in the meeting.

Note: In case of repeated complaints regarding quality, quantity and non-supply of the demanded items, the contract will be terminated with penalty as decided by the CoW Purchase Unit /Chairman, COW with Warden BH-5 Mess and Executive Mess Committee. Any request for compensation will not be considered whatsoever.

SPECIAL TERMS

1. Items other than the quoted item if requisitioned by the students, the suppliers/contractors should comply with the same and at the prevailing market rates will be given for the item not covered by quotation.
2. Under any situation, CoW Purchase Unit will not consider any request to change the rate of any item during the whole contract period.
3. In case of the emergence of force majeure kind of situation, the CoW Purchase Unit will assess the circumstances and take appropriate action. The price revision is the discretionary power of the CoW Purchase Unit.
4. The Executive Mess committee of BH-5 reserves the right to purchase any item listed in the table from the open market on their own with assigning reasons for not placing the order to the lowest bidder. However, they have to inform the respective Warden, as well as the CoW Purchase Unit/Chairman, COW/Warden BH-5.
5. The Executive Mess committee of BH-5 reserves the right to purchase any item not listed in the table from the open market on their own.
6. In case any successful bidder for more than one group fails to supply items in any group at any point of time during contract period, the CoW purchase Unit reserves the right to cancel its total order (i.e. for all the groups) and to forfeit total security deposit or a part of it.

GENERAL SPECIFICATIONS OF ITEMS

1. **Rice:** Rice may be superfine or fine, stone and dust free, free from bad smell. **Each variety should be packed in separate packets (100 gm each) in sealed condition and should be brought during tender opening. At the time of opening of the tender, quality of the sample will be assessed first, and if found suitable, then only, price for this group will be considered.**
2. **Mustard Oil :** It should be good quality and free from any adulteration. Some of the brands are Patanjali, Fortune, Bail Kolhu etc. of Agmark with Govt. Sealed container.
3. **Dal/pulses: Musur, Mug, Chhoola, Buli, Arhar etc(Trade Mark/Agmark) :** All varieties of Dal/pulses should be good quality, fresh, clean, stone dust free. Each variety of Dal should be packed and sealed and should be brought during tender opening. At the time of opening of the tender, quality of the sample will be assessed first, and if found suitable, then only, price for this group will be considered.
4. **Sugar:** Good quality, crystal clear coarse grain and free from any adulteration.
5. **Masala:** Good quality spices are to be supplied. It should be fresh, clean and free from dust and original one.
6. **Posta Dana:** It should be fresh, good quality and free from any ingredient.
7. **Potato:** Good quality potato to be supplied and it should be big and medium size only without surface damage, blemish.
8. **Onion:** Fresh, good quality and big size only.
9. **Adarakh/Zinger:** Fresh and big size only.
10. **Garlic/Lahsun:** Fresh and big size only.
11. **Vegetable:** Good quality, fresh, green, clean and free from pests.
12. **Bread :** Good quality fresh sliced bread to be supplied. Weight of Bread of each packet and brand /make to be mentioned.
13. **Other Confectionery:** Cake, biscuit are to be supplied fresh and good quality. Make and weights and date of expiry are to be mentioned while quoting rates and also in the delivery challan receipt.. Item should be supplied before the date of expiry of that item.
14. Before execution of agreement, the sample of separate packet (100 gm each) will check and consider for supply of goods. (then price of group will be considered.)
15. No person other than the persons employed (list of persons to be provided with identity cards) by the selected bidder be allowed to unload the materials inside the Hostel, and they must be well behaved and properly dressed.

AGREEMENT FORMAT

Sub : Supplying grocery, raw fresh food articles, vegetables etc. to students Boys Hostel-05.

THIS AGREEMENT made on the..... day of 2024 between, Chairman –COW IIIT Allahabad, an autonomous Institute under MoE here-in-after called IIIT Allahabad which expression should include their successors also of the institute, the one part And M/s hereinafter called as Bidder which expression shall include their heirs, executors and assignees of the second part.

WHEREAS the IIIT Allahabad floated a tender dated.....for Supplying against which the Bidder submitted his quotation at a cost of Rs. (Rupees in words fulfilling all terms & conditions laid down in the EOI/tender documents.

WHEREAS, the offer of bidder along with other offers considered by the IIIT Allahabad authority on and after due scrutiny if all the offers received, the offer of the bidder was accepted by the IIITA.

WHEREAS, the bidder agrees to supply fresh/quality/ standard items as per tender documents at per rate quoted by him. Failure by the bidder in this regard will attract a penalty as decided by CoW Purchase Unit per case.

WHEREAS, bidder agrees to accept the payment within 15 days on submission of Bill in duplicate along with challan and duly certified by the Mess Manager/Mess Secretaries of Executive mess committee/ Store Keeper and authorized persons of the hostel i.e. Asstt. Wardens & Wardens.

WHEREAS, the bidder agrees that he shall not sub-let transfer or assign the contract or any part thereof without written permission of the Chairman, COW. In the event of the contractor contravening this condition the Chairman, COW shall be entitled to place the contract elsewhere on the contractor's account and at his risk and the contractor shall be liable for any loss or damage which the purchaser may stain in consequence or arising out of such replacing of the contract.

WHEREAS, contract may be terminated within the period of agreement by either side by giving notice of 15 days (fifteen days).

WHEREAS, the contractor agrees to maintain discipline and also agrees that no unwanted person be allowed inside the kitchen and dining hall other than his recognized person.

WHEREAS, The bidder agrees to execute the work, with effect from 2024 to2024

WHEREAS in case of any shortcoming, lacuna or carelessness on the part of bidder to supply of
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and violation of any terms & conditions of the contract, the bidder will be liable to and shall pay to and shall pay to the IIIT Allahabad and amount as decided by CoW Purchase Unit/ Chairman, COW /Warden BH-5 Mess /Executive Mess Committee as fine/Penalty per case.

WHEREAS, the bidder appointed for the contract period for supply of
..... With effect from..... 2024 to..... 2024
which may be extended for one month or more after expiry of the contract subject to satisfactory performance by the bidder duly certified by wardens' Council & Mess Manager of the hostel of students residents at the same rate and same terms & condition. Extension of contract period will be the sole discretion of the BH-5 executive mess committee and Wardens authority and bidder cannot claim any extension period as a matter of right.

WHEREAS, the contractor agrees to supply items as per indent. If any quantity found less in weight, a fine of Rs. 10,000/- (Rupees Ten thousand only) to be imposed. If the quality of supplied item is found to be inferior, a suitable penalty as decided by the mess committee will be imposed.

WHEREAS, the contractor agrees to supply the items if required which are not within the contract and also agrees to accept the prevailing market rate for these items.

WHEREAS, the contractor agrees to abide by all other terms and conditions as mentioned in the EOI document.

WHEREAS, settlement of any dispute will be made immediately by the appropriate Authority of the BH-5, failing which may be made under the jurisdiction of Allahabad Court.

In witness whereof both the parties have set their hands in presence of the witnesses on the date month and year first written above.

LIST OF ITEMS

GROUP-2

1. Milk, Bread, Butter & CURD

(Order will be placed within 24 hours of actual usage/consumption)

GROUP-3

1. Sweets

(Order will be placed within 24 hours of actual usage/consumption)

GROUP-4

1. GREEN VEGETABLES

POTATO, Onion, Ginger, Garlic etc.

(Order will be placed monthly/weekly/daily basis as per shelf usage life of vegetables)

GROUP-5

1. Fruits

(Order will be placed within 24 hours of actual usage/consumption)

GROUP-6

1. Raw Chicken

2. Egg

3. Mutton

(Order will be placed within 24 hours of actual usage/consumption)

GROUP-7

1. Ice Cream

(Order will be placed within 24 hours of actual usage/consumption)

GROUP-2 (Milk, Bread, Butter, Paneer, Ice Cream & CURD)				
Sl No.	Items	Quantity	Quoted Brand (if applicable)	Unit Rate (Rs.)
1.	Paneer (Raw)	50 Kg		
2.	Ice Cream (Amul) cup (90ml)	1000 Pcs.		
3.	Ice Cream (Amul) (Big one) cup (100ml)	1000 Pcs.		
4.	Ice Cream (Amul) (Rollick) cup (50ml)	1000 Pcs.		
5.	Ice Cream (Quality) cup (50ml)	1000 Pcs.		
6.	Milk (Amul Gold), Full cream	120 Liter		
7.	Bread	30 Pkt.		
8.	Butter	1 Kg		
9.	White Curd- Sour (Amul)	100 Kg		

GROUP-3 (Sweets)				
Sl.No.	Items	Quantity	Quoted Brand (if applicable)	Unit Rate (Rs.)
1	Rasmalai- 2 pcs./ plate	300 Pcs		
2	Rasagolla – 40 gm	1500 Pcs		
3	Malai Chamcham	300 Pcs		
4	Kaju Barfi	300 Pcs		
5	Kalakand-20 gm	300 Pcs		
6	Kheer Kadam – 25 gm	300 Pcs		
7	Gulab Jamun-40 gm	300 Pcs		

GROUP-4 (VEGETABLES)				
SI No.	Items	Quantity	Quoted Brand (if applicable)	Unit Rate (Rs.)
1	Boda	50kg.		
2	Beans	50kg.		
3	Beet	50kg.		
4	Bhindi	300kg		
5	Brinjal (Begun)	100kg		
6	Cabbage	500kg		
7	Capcicum	50kg.		
8	Carrot	200 kg.		
9	Cauliflower (Medium size)	1000 pcs.		
10	Coconut	20pcs.		
11	Dhaniya Patti	15kg.		
12	Kathal	80kg.		
13	Green Banana	200pcs.		
14	Green Chilly	25 kg.		
15	Green Mango	100 kg.		
16	Jingha	100 kg.		
17	Kaddu	500 kg.		
18	Kundru	25 kg.		
19	Lauki	300 kg.		
20	Lemon (Nimbu)	1000 pcs.		
21	Sakarkand	10 kg.		
22	Matar	100 kg.		
234	Muli	50 kg.		
24	Parval	300 kg.		
25	Papita	100 kg.		

Sl No.	Items	Quantity	Quoted Brand (if applicable)	Unit Rate (Rs.)
26	Pudina	15 kg.		
27	Saag – Lal	15 kg.		
28	Sahjan	5 kg.		
29	Kheera	100kg		
30	Sem	50kg.		
31	Tamarind (Imali)	10kg.		
32	Tomato (Tamater)	400kg.		
33	Karela	50 kg.		
34	Potato	3500 kg.		
35	Onion	600 kg.		
36	Ginger	50 kg.		
37	Garlic	50 kg.		
38	Palak	20 kg		
39	Green Onion	10 kg		
40	Methi	10 kg		

GROUP-5 (FRUITS)			
Sl. No	Items	Quantity	Unit Rate (Rs.)
1	Apple 150 gm/pc	100kg.	
2	Banana Ripe (Desi)	1000pcs.	
3	Banana Ripe (Singapuri)	2000pcs.	
4	Grapes	50 kg.	
5	Mango - Chausa	100 kg.	
6	Mango - Himsagar	100 kg.	
7	Mango - Langra	100 kg.	
8	Musumbi 100 gm/size	60 kg.	
9	Orange 75 gm/size	60 kg.	
10	Pineapple	30 kg.	
11	Tarbuji 750 gm/size	150kg.	
12	Anaar	20 kg	

GROUP-6 (Non-Veg)			
Sl No.	Items	Quantity	Unit Rate (Rs.)
1.	Raw Chicken	10 kg.	
2.	Egg	1 tray	
3.	Mutton	10 kg	

For any further clarification, please contact at the following Contact No. / Email Ids:
The Council of Wardens Office, Room No. 1514
CoW Purchase Unit for supply of raw food materials, IIT Allahabad
Contact.: 0532-2922112,0532-2922053, Email : cow@iiita.ac.in, rajit@iiita.ac.in
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