

"TENDER NOTICE"**For Night Canteen Services at Boys Hostel-1,2,3 & 4, IIIT-Allahabad**

S.No.	Description	Date	Time
1.	Last date of bid submission	20.01.2026	5:00 PM
2.	Opening of Technical Bid	21.01.2026	5:00 PM
3.	Opening of Financial Bid	22.01.2026	11:00 AM

Sealed quotations are invited from experienced parties for running the Night Canteen- for BH-1,2,3 & 4 at Indian Institute of Information Technology- Allahabad (IIIT-Allahabad) for a period of one year. **Highlight the hostel name and group name in top of envelope for which is submitted.**

Eligibility criteria for technical qualification:

1. FSSAI Certificate
2. Work Experience

Contact number and permanent address _____

The quotation is for night canteen in BH-1,2,3 & 4 hostel premises of IIIT-Allahabad. The envelope should super scribed "**Quotations for Night Canteen-BH-1,2,3 & 4 at Council of Wardens, IIIT-Allahabad**" and must reach the IIIT-Allahabad latest by 20.01.2026, 5:00PM. **Mention the counter name.**

Quotations duly sealed may also be dropped in the tender box placed in the CoW office , IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.

Corrigendum will be posted on IIIT, Allahabad website (www.iiita.ac.in). Bidders/Tenderers are requested to visit IIIT, Allahabad website regularly and note the corrigendum/amendments to the tender without fail and submit the offer accordingly.

Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the tender, must be submitted in hard copy, as per the schedule, to the following address:

**Council of Wardens Office, Room No. 1509, Admin Building (West Wing)
Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa]
Prayagraj-211015 (U.P.) India
Ph: 0532-2922112**

Time of Operation of the Night Canteen: 5 pm to 3 am

1. The **technical bids will be opened** in the presence of the tenderers, or authorized representatives interested to be present on **21.01.2026**. Financial Bid of the technically qualified firm will be opened **After finalization of Technical Bid**. Information to the technically qualified firms will be sent through email/phone before the opening of financial bid. The financial bids of only those bidders, who have been declared technically qualified by the designated committee, shall be opened by concerned committee. **Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of participation in the opening of Technical/Financial bid. Only one representative will be allowed to attend the technical/Financial bid for a particular firm. Please carry the same original proof of identity for verification purpose at the time of opening the tender/enquiry.** The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to **CoW@iiita.ac.in**.

Quotations are to be submitted as per the heads specified in the contract (see below). The vendor may visit the site of the night canteen at IIIT-Allahabad Boys Hostels-1,2,3 & 4 to prepare the quotation accordingly.

The terms and conditions on canteen contract shall be as follows:

- 1 The contract shall be for one year from the date of signing of an agreement and shall automatically expire on completion of the one year. After satisfactory performance the contact will be extended for next one year. Maximum extension is to be given upto two years. The contractor will have to vacate the premises immediately on the expiry of the contract. Upon receiving complaint regarding mismanagement & bad quality of food service, Institute may suspend the vendor at any time.
- 2 The contractor shall give the price of each item separately.
- 3 The contractor shall not be allowed to sell any item which is not in the given list without prior permission/Approval of office of Chairman, Council of Wardens, IIIT-Allahabad. Penalty or cancellation/ Termination of contract will be imposed failing the same.
- 4 Tender quotation received after the due date and time, will be summarily rejected.
- 5 Any non-compliance of the tender requirement lead to rejection of tender quotations.
- 6 The institute reserves the right to change or add any items and condition in future on mutual consent.
- 7 The institute reserves the rights to accept or reject any tender quotation in whole or in part without assigning any reason thereof.
- 8 The Contractor shall sign an agreement with the institute authorities.
- 9 Contractor shall deposit Rs. 5,000/- in the institute at the time of signing of the agreement as Security Deposit which will be refunded on expiry of the contract. (No interest will be paid on it). Security Deposit should be directly transfer into the bank account (Council of Wardens IIIT-A A/c) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). EMD receipt should be enclosed with the Technical Bid document.

All the transaction for EMD/ Bank Guarantee/ Performance Guarantee/ Security Deposit etc. should be directly transfer into the bank account of Indian Institute of Information Technology Allahabad through RTGS/NEFT.

The detail of institute's Bank account is as below;

Account Name : Council of Wardens IIIT Allahabad
Bank name : HDFC Bank Ltd.
Address : 13, Sulem Sarai, Allahabad
Account No. : 50100237089533
IFSC Code : HDFC0004498

- 10 Details of Bank account of Firm for returned of EMD and/or Performance Security

Bank's Account Holder Name:.....

Type of Account Name:.....

Address of Branch:.....

Account No:.....

IFSC Code:.....

- 11 Security deposit should remain valid for a period of 14 months from the date of issue of contract. **No interest shall be paid on Performance Security.** The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.
- 12 In case of breach of contract IIIT-A Director's decision that a breach has occurred will be final and shall be accepted without demur by the contract.
- 13 The vendors should carry their own counters to the Boys hostel till the construction of permanent counters
- 14 Staff of canteen will be allowed to operate in the canteen only with the authorization and identity card. No unauthorized person will be allowed to enter the canteen premises.

- 15 Staff of the canteen must cover their head with a head mask and also wear hand gloves at the time of cooking & serving.
- 16 The contractor shall not keep/ sell items like cigarette and other health hazard articles.
- 17 The canteen contract cannot be terminated by the contractor in the midst of the period of award. If is done the security deposit shall be forfeited.
- 18 It will be sole responsibility of the contractor to guard and maintain the property like fans, furniture, electrical fitting, sanitary fitting, windows and doors etc.
- 19 The contractor shall be responsible for any damage or loss to the hostel building and fittings and shall be liable to correct any such loss or damage. The institute will provide only the whitewashing done. The contractor shall pay for the glass panes and taps which are broken not as a matter of usual wear and tear.
- 20 The institute canteen premises should not be used for any other commercial activity by the contractor.
- 21 The contractor shall not sub-contract the running of canteen to any other party.
- 22 The contractor shall maintain adequate hygienic condition in the canteen and also maintain the quality of the eatable items which can be checked by the institute authorities without any prior notice.
- 23 Adequate number of bins should be placed to collect segregated waste and be disposed off on daily basis.
- 24 The contractor should use only environmentally friendly materials.
- 25 The contractor shall be subject to the regulations of all Labour Law and must refrain from employing children below 18 years in the canteen.
- 26 The contractor has to pay Rs. 500/- per month towards electricity & water charges. Wastage of water must be avoided.
- 27 The contractor shall display the items and rate list on the notice board of the canteen.
- 28 Quality monitoring committee **consisting of wardens/ assistant warden or a committee as notified by Chairman COW** will monitor the quality of food served on a monthly basis. **Three unsatisfactory reports** may fetch the termination of the vendor.
- 29 Tenderers may feel free to contact CoW office through E-mail-CoW@iiita.ac.in (Ph. No. : 0532-2922112) for any queries.
- 30 Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final.
- 31 To accord wide publicity, the details are also available on our web site (www.iiita.ac.in), may be seen.
- 32 The lowest rate will not be the basis of claim to get the order.
- 33 All disputes are subject to Jurisdiction of Prayagraj Courts only.
- 34 The contractor will have to follow all the rules and regulations as applicable to the Institute.
- 35 Vendor must make the night canteen operational throughout the contract period. In case he is shutting down the canteen for a few days, he must inform the COW/ Warden office in advance.
- 36 **Vendors may prepare other items also as per student's demand related to their counter/group.**

Signature of Tenderer (With Stamp)

Eligibility criteria for technical qualification

	Name of the Tenderer	
	Address	
	Phone No.	
	Year of Experience	
	FSSAI Certificate (certificate to be enclosed)	
	Name of Your Bankers & Address	
	Pan No.	

Signature of Tenderer (With Stamp)

Evaluation Criteria:

For Providing Night Canteen Services, the evaluation process is given below.

STEP 1 Pre-Qualification: All the applications will be scrutinized for their eligibility based on the Eligibility Criteria. (Mentioned below)

STEP2 Technical BID: Technical and Financial evaluation will be done as per the institute approved procedure.

STEP 3 Financial BID: Financial Bids of only those agencies will be opened who qualify the technical bid cutoff score. There will be financial bid cutoff in this step, proposed by committee. Bid decision will be given to the applicants with the highest total score (Technical score + Financial score), subject to meeting minimum technical cutoff score and comes under financial bid cutoff. The cut off will be proposed by the Institute Committee before opening of Financial Bid.

STEP 4 Equal weightage will be given for technical and financial evaluation. There will be a technical bid cutoff proposed by technical committee during the evaluation.

Selection process through QCBS method.

Table 1: Technical Parameters (Eligible Criteria-Compulsory)

S.No.	Technical Parameters
1.	Valid and upto date FSSAI Certificate
2.	PAN No.

Table 2: Technical Evaluation

S. No	Criteria	Maximum Score
1.	Plan of Operation of canteen	25
2.	Discussion and Interview	25
3	One live experiment of one item for each group 1. Pao Bhaji live counter for 20 persons 2. Veg Momo live counter for 20 persons 3. Egg Dosa live counter for 20 persons 4. Chicken Biriyani live counter for 20 persons (Time: 6:00 PM Onwards)	30
3.	FSSAI Certificate	10
5.	The bidder or its parent organization should be in the business of providing food services	10

Financial evaluation of night canteen tender will be evaluated based on the following items of each group.

Western Counter (Group-A)	Price	Southern Counter (Group-B)	Price
Pao Bhaji (Live Counter for Evaluation)		Egg Dosa (Live Counter for Evaluation)	
Bada Pao		Plain Dosa	
Mishal Pao		Masala Dosa	
Veg Pasta		Idli, Chutney	
Veg Burger		Sambar Bada	
Grilled Sandwich			
Eastern Counter (Group-C)	Price	Northern Counter (Group-D)	Price
Veg Momo (Live Counter for Evaluation)		Chicken Biryani (Live Counter for Evaluation)	
Veg Chowmin		Chicken Roll	
Chilli Paneer		Egg Roll	
Soup Maggi		Bread Omlette	
Paneer Roll		Aloo stuff Paratha	
French Fry		Egg Biryani	

No vendor will be given contract for Night Canteen Services for more than one group

Note: For each Group separate Quotation is required to be submitted. Boys Hostel (BH-1, 2,3 & 4)

Live counters may be placed at IIIT-A dormitory. The dates and time will be informed accordingly.

Total 100 marks for technical evaluation basis

Final Evaluation

- i. The Financial bid of those bidders will be opened who will be declared qualified in technical qualification.
- ii. The qualified bidder with lowest price will be awarded as 100 marks in the evaluation of financial proposal, Other bidders will get the marks as described below.

For Example:

The lowest price bid of vendor P=INR X

The price bid of vendor Q = INR Y

The Score of vendor P in financial proposal = 100

The score of vendor Q in financial Proposal = $100 - ((Y - X)/X) * 100$

The total score will be compound on the basis of QCBS (100 marks weightage to technical bid score and 100 marks weightage to financial bid score).

- iii. The work will be awarded to the highest scorer bidder of each Group
- iv. The decision of the committee shall be final and binding and no correspondence shall be entertained in this regard.
- v. If more than one bidder quotes same price then award will be given to bidder who has highest total financial turnover in last three years.

Signature of Tenderer (With Stamp)