

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 etc for the students residing in the hostels (BH-5) of IIIT Allahabad.

Details of the agency:

1. Name of the agency (As registered):
2. Address of the agency:
3. Phone number(s) of the agency:
4. Email Id of the agency:
5. Details of the firm :
 - (a) Date from which the firm is operating:
 - (b) Turnover of the firm during:
 - i. FY 2020-21 (Rs.) :
 - ii. FY 2021-22 (Rs.) :
 - iii. FY 2022-23 (Rs.) :
 - (c) PAN No. (enclosed photocopy) :
 - (d) GST No (enclosed photocopy) :
 - (g) FSSAI Licence No. (enclosed photocopy):

7. Experience (enclosed photocopy of the documents in support of experience):

Sl. No.	Client Name	address and phone number	Period of engagement	From up to

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

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

Hostel Numbers	Earnest Money (Rs.)	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)	(6)
For Boys Hostel No. 05	20,000	17.01.2024 To 07.02.24	One Year (Rate contract one month)	17.01.2024 to 07.02.2024 (10.00 am to 5.00 pm at the Office of the Council Warden, Room No. 1514, 3 rd floor of the Admin-1 building (working days only)	08.02.2024 at 3:00 p.m. At the Meeting Hall (3 rd floor of the Admin-1 building)

2. The student strength of BH-5 is approx. 650
3. Tender document may be downloaded from the Institute website or BH5 website (cow.iiita.ac.in) and may be submitted.
4. Bidders should submit updated IT return, GST Registration Certificate, Trade License, Bank solvency showing business transaction within last two years by an amount half of the approximate annual ordered value.
5. Sealed E O I / Tender papers and must be accompanied with specified Earnest money as mentioned in Col.2 to be enclosed in the form of only demand Draft/ Pay order/ or Banker's Cheque on any Nationalized scheduled Bank having its Branch at Prayagraj drawn in favour of the COW, IIIT Allahabad.
6. Earnest Money deposited in any form or manner other than those specified will not be accepted and such quotation will be rejected.
Tender not accompanied with earnest money will not be entertained. Earnest Money should be submitted in separate envelope and on the envelope name and address of the bidder should be mentioned. No interest will be payable on E.M.D. at any point of time at the time of return.
7. Opening of quotations will be as mentioned in Col.6, the presence of Bidders or their authorized representatives with due authorized letter.
8. **L1 bidder for each group will be selected for awarding the contract of the respective group (subject to terms and condition laid down in the supplier empanelment EOI document). Hence bidder opting for a particular group should quote for all the items in the group.**
9. If two suppliers quoted same price for a particular group which is L1 then the

total turnover of last three years will be considered for supplying the items under the group.

10. 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.
11. 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.
12. 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.
13. (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
14. Validity of Rate Contract: 1 (One) month from Issuance of supply order.
If any supplier withdraws the supply order within the validity period, in such case the Chairman, COW/appropriate authority reserves the right to forfeit the Earnest Money of the Bidder.
15. Bidder must sign on all the pages of EOI/tender documents.

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

1. Earnest money deposit: Rs. 20,000/- to be deposited by the party otherwise the Tender will be rejected. The Earnest money of unsuccessful bidders will be refunded after completion of the EOI/tender process and no interest will be paid on EMD.
2. For supply of Perishable items, vendors are within 10 km radius.
3. 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.
4. Quality and quantity aspects of all materials must be strictly adhered to, if any complain 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.
5. 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.
6. In case of vegetables/ spices, the same must be fresh/ dust free.
7. **Sub-letting of Contract:** The contractor/supplier shall not sub let, 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.
8. **Term of payment:** Within 15 days from the date of submission of bills by RTGS/NEFT only subject to certification by the Mess Manager, Store Keeper, Warden etc.
9. 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.
10. Quantity to be supplied as per demand of the day.

11. 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.
12. Materials to be supplied with valid challan.
13. 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, 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 all Hostel reserves the right to purchase any item listed in the table from open market by their own with assigning reasons for not placing the order to the lowest bidder. However, they have to inform the situation to the respective Warden, as well as the CoW Purchase Unit/Chairman, COW/Warden BH-5.
5. The Executive Mess committee of Hostel reserves the right to purchase any item not listed in the table from open market by 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:** All variety of Dal/pulses should be good quality, fresh, clean, stone dust free. Eight 50 gms packets of 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. Item should be supplied before the date of expiry of that item.
14. 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 2023 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 herein after called as Bidder which expression shall include their heirs, executors and assignees of the second part.

WHEEREAS 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 penalty as decided by CoW Purchase Unit per case.

WHEREAS, the bidder agrees to furnish as SECURITY DEPOSIT 3% of the total projected monthly turnover for the goods proposed to be supplied by him/her/company in favour of the COW, IIIT Allahabad payable at Prayagraj, which will be refunded after completion of contract period without any interest subject to adjustment of all dues if any.

WHEREAS, bidder agrees to accept the payment within 15 days on submission of Bill in duplicate along with challan and duly certified by the concern Mess Secretaries/ Store Keeper/ authorized persons of the month of the hostel.

WHEREAS, the bidder agrees that he shall not sub-let transfer or assign the contract or any part there of with out 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 also agrees that no unwanted person be allowed inside the kitchen and dinning hall other than his recognized person.

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

WHEREAS in case of any shortcoming, lacuna or carelessness on the part of bidder to supply of
.....
.....

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 IIIT Allahabad authority and bidder cannot claim any extension period as a matter of right.

WHEREAS, IIIT Allahabad retains the right without assigning any reason what so ever in case of non-fulfillment of the terms and conditions, and in such case IIITA will have the right to forfeit the enter security deposit amount. No appeal of the bidder will be considered.

WHEREAS, IIIT Allahabad retains the right in case of repeated non-fulfillment of the terms and conditions, and in such case IIITA will have the right to cancel the order in addition to the forfeiting the enter security deposit amount. No appeal of the bidder will be considered

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 quality of supplied item is found to be inferior, suitable penalty as decided by mess committee will be imposed.

WHEREAS, the contractor agrees to supply the items if required which are not within the contract and also agreed 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 tender document.

WIIEREAS, settlement of any dispute will be made immediately by the appropriate Authority of the IIIT Allahabad 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-1

1. Grocery Items

GROUP-2

2. SWEETS & CURD

GROUP-3

1. GREEN VEGETABLES
2. POTATO, Onion, Ginger, Garlic etc.
3. FRUITS

GROUP-1				
List of Grocery Items for Boys Hostel-5 Mess (November- 2023)				
Sl. No.	Items	Brand	Quantity (Kg)	Rate (Rs.)
1	Achar Mix (5 Kg)	Goldie/Navranz/Tons/Nilons		
2	Achar (Mango) 5 kg pack	Goldie/Tops/Nilons		
3	Arhar Dal 30 kg bag	A-1/Badshah/PP		
4	Badi Elaichi 500g pack	Grade 1		
5	Baisan	Shaktibhoge/ Fortune/Nandi		
6	Beej (Tarbuz)	Grade 1		
7	Bhuna chana	Chilka/Bina Chhilka		
8	Bournvita	Bournvita		
9	Chana Dal 30 kg bag	Dilli wali		
10	Cheora poha 500g	Shaktibhoge		
11	Chuhara	Grade 1		
12	Chilli sauce 700ml	Tops		
13	Chiraunji	Grade 1		
14	Chowmin	Pkt/Loose		
15	Coffee	Nescaffe/Bru		
16	Cornflakes	Tops/Mohuns/ Mohan Mekie		
17	Dalda	Rath vanaspati 1 Ltr		
18	Dalia	Shaktibhoge /Nandi		
19	Deshi Ghee	Amul/Anik		
20	Desi Chana 30 kg bag	Desi		
21	Dhania Khada	Grade 1		
22	Dhania Powder	Goldie/ Ashok		
23	Gari Gola	Grade 1		
24	Gari powder (1 kg)	Grade 1		
25	Gur	Peela/Kaala		
26	Jam (500 gm.)	Kissan /Tops		
27	Jeera (Safed)	Goldie/Tripti		
28	Kabuli Chana 30 kg bag	BigBoss/ Grade 1		
29	Kaiu	Two pieces		
30	Kishmish	Grade 1		
31	Kuttu Flour	Grade 1		
32	Laiya	Kanhaiya Gold		
33	Macroni	Grade 1		
34	Maida	Shaktibhoge/Nandi		
35	Makhana	Hare Krishna		
36	Masoor Kali 30 kg bag	Dilliwali		

37	MASSORLAL	Dilliwali		
38	Mirch(Khada)	Gradel		
39	Mishrambu (Kesharia/Badam)			
40	Misri (Crystal)	Gradel		
41	Monzohali Dana	Gradel		
42	Moog chilka 30 kg bag	Dilliwali		
43	Moog dhuli 30 kg bag	Dilliwali		
44	Moong Sabut 30 kg bag	Big/Medium		
45	Musterd Oil (Ag) 15 Ltr. (Jar)	Fortune/ Kolhu Bail		
46	Namkeen/Bhujiya	Haldiram		
47	Papad kg pack	Haldiram/Lijjat		
48	Rajma Grade-I 30 kg bag	Big		
49	Rasna			
50	Red chilli Sas	Top/Maggi/ Kisan		
51	Refined Oil 15 Ltr. (Jar)	Fortune/Nature fresh/ Sun flower		
52	Rice Basmati (mogra)	India Gate Unity/ Shivansh (Premium)/Koohinoor		
53	Rice Golden Sela	IndiaGate/Kohinoor/ Shivansh (Premium)		
54	Basmati rice	Tune		
55	Roohafza	Hamdard		
56	Sabudana	Gradel		
57	Safed Matar 30 kg bag	Thailand		
58	Sattu	Rakesh		
59	Sendha Namak	RP Gold		
60	Sewai	Haldiram VERMICELLI /Goldie/ Bombino /MTR		
61	Soya sauce	Tops/Finetime		
62	Soyabean bari	Fortune/Nutrila		
63	Soyabin Chura	Grade 1/ Nutrila		
64	Sugar white	Grade 1		
65	Suji 500g	Shaktibhoge		
66	Tea (1 kg)	Tata Premium		
67	Tomato Sauce (1 Kg)	Maggie/ Kissan/Tops		
68	Urad Dhuli 30 kg bag	Maharashtra		
69	Urad kali/green dal	Dilliwali		
70	Urad Sabut 30 kg bag	Dilliwali		
71	Wheat Flour Packed	Fortune/Shaktibhog/Nandi		
72	Maggi	04 piece		

GROUP-2 (SWEETS & CURD)				
	Items	Quantity		Rate (Rs.)
1	Rasmalai- 2pcs./ plate	300	Plate	
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	Guiab Jamun-40 gm	300	pcs.	
8	White Curd- Sour	100	Kg	
9	Curd-Sweet	100	Kg	
10	Paneer (Raw)	50	Kg	
11	Ice Cream (Amul) cup (90ml)	1000	pcs.	
12	Ice Cream (Big one) cup (100ml)	1000	pcs.	
13	Ice Cream (Rollick) cup (50ml)	1000	PCS.	
14	Ice Cream (Quality) cup (50ml)	1000	pcs.	

GROUP-3 (I) (VEGETABLES)				
	Items	Quantity		Rate (Rs.)
1	Barbati	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	Chai Kumro	10kg.		
11	Coconut	20pcs.		
12	Dhaniya Pata	15kg.		
13	Echor (Green Jack)	80kg.		
14	Green Banana	200pcs.		
15	Green Chilly	25 kg.		
16	Green Mango	100 kg.		
17	Jingha	100 kg.		
18	Kaddu	500 kg.		
19	Kundru	25 kg.		
20	Lauki	300 kg.		
21	Lemon	1000 pcs.		
22	Sakarkand	10 kg.		
23	Matar	100 kg.		
24	Muli	50 kg.		

25	Parval	300 kg.		
26	Papita	100 kg.		
27	Pudina	15 kg.		
28	Saag – Lal	15 kg.		
29	Sahjan	5 kg.		
30	Kheera	100kg		
31	Sem	50kg.		
32	Tamarind (Imali)	10kg.		
33	Tomato	400kg.		
34	Karela	50 kg.		
35	Potato	3500 kg.		
36	Onion	600 kg.		
37	Ginger	50 kg.		
38	Garlic	50 kg.		

GROUP-3(II) (FRUITS)				
Sl. No	Items	Quantity		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	Tarbuj 750 gm/size	150kg.		
12	Anaar	20 kg		
13	Potato	3500 kg.		
14	Onion	600 kg.		
15	Ginger	50 kg.		
16	Garlic	50 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, IIIT Allahabad
Contact No.: 0532-2922112, 0532-2922053
Email ID's : (i) cow@iiita.ac.in, rajit@iiita.ac.in