



ITI LIMITED

Palakkad Plant, Kanjikode West
PALAKKAD – 678 623
KERALA

Ref: ITI/PKD/HR/2025/1214

Date: 28/06/2025

Sub: Request for Quotation (RFQ) for Supply of provisions to Canteen, ITI Limited, Kanjikode, Palakkad, Kerala

ITI Ltd., Kanjikode West, Palakkad, Kerala invites quotes for the following:-

| Sl. No | Item Code | Description of work | Period |
|--------|----------------------|-------------------------------------|----------|
| 1 | ITI/PKD/HR/2025/1214 | Supply of provisions to ITI Canteen | One year |

Submit your competitive bid against Enquiry ref no. ITI/PKD/HR/2025/1214 dated 24/06/2025 for the above mentioned tender on or before due date, subject to the following terms & Conditions:

1. ELIGIBILITY CRITERIA:

The Bidders should quote only, if they satisfy the following eligibility criteria.

- The bidder should have **GST** registration, **PAN** card.
- The bidder should have **License** for **trading provisions**. Self-attested copies of the documents should be submitted.
- The Bidder should have a **local Shop/ Office/ Dealer within 100 KMs range from the factory location**. The **local Shop/ Office / Dealer** address including email ids, phone number etc, should be furnished with substantiating documents.

The non- compliance in this regard will disqualify the bidder.

2. TERMS & CONDITIONS:

| Sl.No. | Particulars | Conditions | |
|--------|-------------------------|---|----------------------|
| a) | Scope | Supply of Provisions to ITI Limited, Kanjikode, Palakkad as per the monthly requirement provided in Annexure-I. | |
| b) | Terms of Payment | 30 days after submission of monthly invoices. | |
| c) | Validity of Quotation | 90 days | |
| d) | Bid Type | Technical bid , Price Bid (two bid system) | |
| e) | Delivery of consignment | First week of every month | |
| f) | Earnest Money Deposit | Rs. 7550/- | |
| g) | Security Deposit | 5% of per month contract value including GST amount | |
| f) | Critical Dates | RFQ publication date | 28/06/2025 |
| | | Last date for submission of bid | 11/07/2025 at 2:00pm |
| | | Tender opening date | 11/07/2025 at 2:30pm |

3. EMD in the form of DD drawn on any Nationalized /Scheduled bank in favour of ITI Ltd, Payable at Palakkad should be **submitted along with the quotation**. EMD, as mentioned in the Tender, shall be payable with the bid. This shall be paid well in advance of tender submission time as online payment NEFT or Bank transfer in favour of I T I Limited Palakkad, payable at Palakkad.

(1) Bank details for crediting/transferring money to I T I Limited are as below.

(2) Account Name: I T I Limited Palakkad

(3) Account No: 10620194836

(4) Branch Name: State Bank of India, Palakkad Branch

(5) IFSC: SBIN0000893

(6) MICR Code: 678002002

In case of online transfer, vendor should **submit proof of on line transfer along with the quotation**.

EMD will be refunded to the unsuccessful bidders after finalization of tender process.

4. Successful bidder must submit **security deposit** of 5% of contract value including GST amount. EMD amount of Rs.7550/- of the successful bidder shall be converted to security Deposit. Balance amount of security deposit shall be deducted by ITI from the vendor's first three payments.

5. EMD/Security Deposit submitted by the bidder will be forfeited:
- a) If Successful bidder backs out after bid.
 - b) If the successful bidder withdraw from contract before the expiry of contract period.
 - c) If the successful bidder violates any of the terms and conditions of the tender.
 - d) If the successful bidder found to have indulged in fraudulent practices in the tender submission process.
6. **EMD/Security** Deposit will not carry any interest.
7. **Period of supply** – One year from **1st Aug 2025 to 31st July 2026**.
8. All the Materials have to be delivered at ITI Ltd., Kanjikode canteen premises located inside the company without any extra cost.
9. Rate quoted will be same till the completion of contract. No revision of rate will be allowed during contract period for any reasons.
10. First quality materials are to be supplied.
11. Final acceptance of the materials will be subject to inspection by ITI at ITI canteen on receipt of the materials. Materials fully / partially rejected have to be replaced by acceptable quality materials and delivered at ITI canteen premises.
12. ITI reserve the right to increase / decrease the quantity as per the need.
13. The items are to be supplied in the **first week of every month**. However, based on requirement from ITI, materials have to be supplied as and when requisition is raised. The payment will be made on monthly basis, within 30 days from the date of submission of invoice.
14. The list of provisions and approximate monthly requirement is as per **Annexure-I**.
15. The contract is liable to be terminated by either party by giving 90 days notice in advance.

16. Technical Bid:

The Technical bid shall contain the following document:

- Proof of EMD payment
- Scanned copy of the following documents with seal and signature of bidder:
 - **GST Registration certificate**
 - **PAN Registration certificate**
 - **License for trading provisions issued by authorities.**
 - **Proof of address for local Shop/ Office/ Dealer within 100 KMs range from the factory such as registration certificate with address / lease agreement in the name of bidder / electricity or water bill in the name of bidder / any other valid document from authorities which are valid on the date of bid. Undertaking on future opening of local Shop/ office/Dealer will not be accepted.**
 - **Tender document Pages 1 to 4 with signature and seal of bidder.**

Important: All the documents submitted against tender should with seal and signature of bidder.

17. Price Bid:

- The price bid shall contain quotation in the format given in **Annexure-II**. The format should be filled in all respects. **Per Unit price inclusive of all taxes should be quoted in the price bid.**
- Wherever **specific brand names are mentioned under the column Brands in Annexure-II**, bidder should quote only for **one brand indicating the brand name** in the price bid.

. The same will be opened on the above said due date at . If the date happens to be holiday for any reason, the opening will be carried out at the same time in the next working day.

The price bid opening date will be intimated later after the scrutiny of technical bids.

The tenders shall remain valid for acceptance for a period of 90 days from the date of opening of the bid. The Company reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Encl: As above