



ITI LIMITED
Palakkad Plant, Kanjikode West
PALAKKAD – 678623
KERALA

Ref : ITI/PKD/HR/2025/1214

Date :05/05/2025

Sub : Request for Quotation(RFQ) for supply of white bread to canteen, ITI Limited, Kanjikode, Palakkad, Kerala.

Competitive quotations are invited for the following:-

Sl No	Item Code	Description of Item	Period
1	ITI/PKD/HR/2025/1214-Bread	Supply of white bread to ITI Canteen	One year from 01-06-2025 to 31-05-2026

Please submit your competitive bid against our Enquiry Ref No. ITI/PKD/HR/2025/1214 dated 05/05/2025 for the above mentioned item to the following terms & Conditions:

1) ELIGIBILITY CRITERIA :

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

1. The bidder should have **GST and PAN** registration and **License to trade** white bread. Self-attested copies of the document should be submitted.
2. Bidder should be an authorised/wholesale distributor of the brand quoted in Palakkad District, Kerala and **proof** is to be submitted along with bid.
3. Address / Contact details of the bidder including email ids, phone number etc, should be furnished with substantiating **documents** like electricity bill/telephone bill/water bill /lease agreement /Registration certificate etc.

2) TERMS & CONDITIONS

Sl No	Particulars	Conditions
1	Scope	Supply of white bread at to ITI Limited, Kanjikode, Palakkad as per the RFQ terms & conditions and specification in Annexure-1. Brand and quantity required per week is given at Annexure -I
2	Terms of Payment	30 Days after submission of monthly invoice
3	Validity of Quotation	90 Days

4	Bid Type	E-tender - 2 bid system Technical Bid & Price Bid	
5	Delivery of consignment	Twice in a week as per RFQ – Annexure-I	
8	Critical Dates	RFQ Publish Date	: 05/05/2025
		Last date for submission of quotation	: 20/05/2025, at 14.00Hrs
		Tender opening (Technical bid)	: 20/05/2025, at 14.30Hrs

8. An EMD of Rs. 2,750/- (Rupees Two Thousand Seven Hundred and Fifty only), 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 or the above mentioned EMD can be transferred online in the below mentioned account :-

Account Name: I T I Limited Palakkad

Account No: 10620194836

Branch Name: State Bank of India, Palakkad Branch

IFSC: SBIN0000893

MICR Code: 678002002

In case of EMD online transfer, the vendor must keep the proof on online transfer like UTR No., etc along with the quote

The registered MSE bidders with valid certificates are exempted from submission of EMD.

9. EMD will be refunded to the unsuccessful bidders after finalization of tender process.
10. Successful bidders must submit the security deposit of 5% of contract value including GST. EMD amount of Rs.2750/- of the successful bidders shall be converted to security Deposit and balance amount shall be deducted by ITI from the vendor's first three payments.
11. EMD/Security Deposit submitted by the bidders may be forfeited:
- If Successful bidders Backs Out after bidders may be forfeited
 - If the successful bidders withdraw from contract before the expiry of contract period the security Deposit will be forfeited
 - If the successful bidders violates any of the terms and conditions of the tender the security Deposit will be forfeited
 - If the successful bidders found to have indulged in fraudulent practices in the tender submission process the EMD will be forfeited.
12. The EMD/Security Deposit will not carry any interest.
13. EMD EXEMPTION: The bidder seeking EMD exemption must submit the valid supporting document for the relevant category with the bid. Under the MSE category, only Manufacturers of Goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
14. Period of supply – One year from 1st June 2025 to 31st May 2026.
15. The Material has to be delivered at our canteen premises inside the company without any extra cost.
16. Rate quoted will be same till the completion of contract.

17. Item as per specifications in **Annexure-1** should be supplied.
18. Final acceptance of the materials will be subject to inspection at ITI canteen. Materials fully/partially rejected have to be replaced by acceptable quality materials and delivered at ITI Canteen Premises.
19. Requirement for the supply will be communicated on previous day. ITI can increase/decrease the quantity as per the need.
20. The items are to be supplied Every Monday and Thursday between 9.00 to 09.30 AM. 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, after 30 days from the date of submission of invoice.
21. Approximate weekly requirement is as per Annexure-I
22. In case of Poor supply in the quality and quantity of item, then ITI reserves the right to terminate the contract by giving one week notice.

23. **INSTRUCTIONS FOR PREPARING BID DOCUMENTS**

The Bid will be processed on a two Bid system. There shall be Technical Bid and Price Bid

The documents shall be submitted in three sealed covers super scribing Enquiry and due date and separately marked as following:

- a) Technical Bid
- b) Price Bid

23.1.The cover marked Technical bid shall have the following documents:

23.1..1 Proof of EMD payment or MSE Certification, if the exemption is claimed.

23.1..2 **Scanned copy of the following documents:-**

- GST Registration certificate
- PAN Registration certificate
- License for trading white bread
- Proof for authorised/wholesale distributor of the brand.
- Proof of address

23.1..3 Duly signed and sealed copy of **Annexure-I**

23.1..4 Each page of the bid document shall be signed by the bidder. The Signed document for acceptance of all the terms and conditions of the bid.

23.1..5 All the above said documents shall be submitted in a sealed cover and must be marked on the cover as "Technical BID"

Important: All the documents submitted against tender should be properly indexed indicating attached certificate Name and Page Number in the first page. Files without index will not be considered for Technical evaluation.

23.2. **Price Bid:**

The price bid shall be in the format given in **Annexure-II**. The format should be filled in all respects. Price quoted should be inclusive of all taxes. The price bid shall be put in a sealed cover and must be marked on the cover as "PRICE BID"

23.3. Two sealed covers (Technical bid and Price bid) shall be submitted in an outer cover and sealed. The outer cover shall bear the details of Tender ref ITI/PKD/HR/2025/1214 and due date as 20/05/2025

23.4. The bidder is expected to examine all requirements, terms and conditions of the tender. Failure to furnish required information in every aspect or non-submission of necessary proof and relevant document or non-submission of EMD

23.5. The bid documents shall be addressed and submitted to the following address:

**"The Manager – MM & CS,
ITI Limited,
Kanjikode West,
Palakkad, Kerala, India - PIN-678 623
Phone: +91 491 2566180**

23.6. The bids shall be submitted before 14.00 Hrs on due date. If this day is declared as holiday on account of any reason, the bid submission period is extended up to 14.00 Hrs on the next working day of the Purchaser.

23.7. The Purchaser assumes no responsibility of bids delivered to any other address other than that mentioned above at clause 23.5 above. It will be the bidder's responsibility to ensure that the bids are submitted at the correct delivery address and before the bid closing time.

23.8. For any clarification you may contact on our email id pur4_pkd@itilttd.co.in and radhakrishnanm_pkd@itilttd.co.in

The Technical Bid will be opened as per schedule at our premises in the presence of available bidders. The bidders are welcomed for the BID OPENING.

Please submit your quote before the due date 14.00Hrs on 20/05/2025,

Thanking you,

For ITI Limited,

Manager(MM&CS)

ITI Limited, Palakkad, Kerala.

Annexure I to RFQ Ref : ITI/PKD/HR/2025/1214, dated 05/05/2025; for the supply of white bread to canteen, ITI Limited, Kanjikode, Palakkad, Kerala

Item specification and other Terms & Conditions

Type of Bread	: White Bread
Brands	: Elite / Modern / Britannia / Amul
Price Validity	: Valid for one year
Delivery	: Inside ITI Ltd., Kanjikode, Canteen building
Quantity per week	: 70 to 90(packets of 400grams) per week as per requirement
Supply interval	: Every Monday and Thursday between 9.00 to 09.30 AM
Additional quantity	: As per request from ITI
Expiry from date of supply	: 5 days including date of supply
Quality	: FSSAI certification
Packing	: Properly sealed and free from any biological contamination
Acceptance	: After inspection by ITI staff
Return policy	: Should replace rejected packets.
Payment	: Monthly

Seal and Signature of bidder.

Annexure II to RFQ Ref : ITI/PKD/HR/2025/1214, dated 05/05/2025; for the supply of white bread to canteen, ITI Limited, Kanjikode, Palakkad, Kerala

Date:

Price bid format

Brand quoted:..... (Elite / Modern / Britannia / Amul)	
Price per 400Grams.	
Price in figure	Price in words
Rs.	Rupees

Signature and seal of the Dealer